

AGENDA

REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, July 18, 2022

4:30 P.M.

Council Chambers – City Hall

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

1. Approve Special Meeting Minutes for June 27, 2022 (Attachment)
2. Approve the Invoices for June 2022 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Financial Reports (Attachment)
 - B. Award Chemical Bid for Sodium Hypochlorite (Attachment)
 - C. Benchmark Report (Attachment)
 - D. Approve Pay Request No. 1, Contract 1-22W, Removal and Disposal of Lime Sludge (Attachment)
 - E. Award Purchase of 1-Ton Extended Cab Pickup Truck With J-Model Service Body (Attachment)
 - F. Discussion and Possible Action for Mentoring Program (Attachment)
 - G. Approve Contracting with an Engineering Firm for the Construction of a Booster Station (Attachment)
 - H. Storm Water Report (Attachment)
 - I. Director's Report (Attachment)
 - J. Any Other Business That May Legally Come Before the Commission
 - K. Adjournment

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Water Utility Administrative Assistant at 920-886-6180** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Special Meeting – June 27, 2022
Council Chambers – City Hall

Present: President Schmeichel; Commissioners: J. Lang, F. Lang, Boyette, and Bauman; Director Mach

Excused: None.

President Schmeichel called the meeting to order at 4:33 p.m.

Approve Regular Meeting Minutes for May 23, 2022 – Following discussion, **M.S.C. Boyette/Bauman to approve the May 23, 2022 Special Meeting Minutes.** All voting aye.

Approve the Invoices for May 2022 – Commissioners asked about the cash balance as of the end of May, 2022. Director Mach explained that the recent debt payment of approximately \$1.6M affected the cash balance significantly. Commissioners questioned charges and invoices from Gannett Newspapers, Inc. and Zoro Tools, Inc. Director Mach noted that contracts are advertised in the official newspaper of the City of Neenah, The Post-Crescent. The grease gun from Zoro was purchased to allow for quicker maintenance activities for both Distribution and Treatment staff members.

Following discussion, **M.S.C. Boyette/F. Lang to approve the May 2022 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Award Bid for the Replacement of the Tractor / Backhoe – Director Mach presented a memo with bids received for replacement of the 2012 Tractor / Backhoe. There were five bids received from four local dealerships. The lead time for delivery from the low bidder was deemed to be excessive by staff as the current tractor needs new tires and service work. The second low bid was for an in-stock unit. Director Mach explained the costs associated with needed work on the existing tractor/backhoe. As such, it would be financially advantageous to consider the second low bid.

Following discussion, **M.S.C. J. Lang/Bauman to award the bid for the replacement of the Tractor / Backhoe to Service Motor Company of Dale, WI in the amount of \$93,915.00 for a new Case 580SN and F6 Breaker with trade-in of the existing 2012 JD 310SK Tractor / Backhoe.** All voting aye.

Request to Approve Draft Private Well Regulation Ordinance, Approve Draft Cross-Connection Control Ordinance, and Repeal Cross Connections Prohibited Ordinance Reports – Director Mach presented two memos explaining the reasoning behind the requested changes in these three ordinances. Input was received from Commissioners and Mr. Bill Pollnow. Commissioners wished to address each ordinance change separately and discuss each thoroughly. Director Mach detailed the issues with Sec. 21-133 *Cross connections prohibited* in that it specifically prohibits all cross-connections and is impossible to enforce. Something as simple as connecting a hose to a hose bibb creates a cross-connection. Thus, this ordinance is not logical and should be eliminated according to Director Mach.

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Following discussion, **M.S.C. Bauman/F. Lang to approve repealing Sec. 21-133 *Cross connections prohibited* ordinance and recommend said ordinance repeal to the Common Council.** All voting aye.

The Commission moved on to the discussion of revisions to Sec. 17-27 *Cross-connection control*. Commissioners asked about the definition of a *Device* and requested an explanation of its non-testability. Director Mach gave an example of a device: An ASSE 1011 Hose Bibb Vacuum Breaker. This device does not have test ports and no testing procedure. The only way to determine if it is working properly is to look for leakage. If it is leaking persistently, it is not acceptable and should be replaced. Commissioners then asked if the requirement to submit documentation is explicit in the revised ordinance or if it is implied. Director Mach noted that the submission of documentation is implied in the ordinance, but explicit in the correspondence and form used for cross-connection surveys. Commissioners directed Director Mach to consult with City Attorney Westbrook to add brief language (if needed) to specifically address this concern.

Following discussion, **M.S.C. F. Lang/Boyette to approve revisions to Sec. 17-27 *Cross-connection control* ordinance to include language addressing the requirement to submit cross-connection control surveys to the Utility and recommend said ordinance revisions to the Common Council for codification.** All voting aye.

Commissioners discussed Sec. 21-134 *Well abandonment*. Commissioner Bauman explained his dissatisfaction with the construction of the ordinance and how the burden of abandoning a well found on a property will end up falling on the property owner. He also was concerned about why the Utility was responsible for wells located only within city boundaries, and the restriction of usage for non-potable purposes only. Director Mach explained that wellhead protection programs are mandated by the DNR and we are obligated to maintain this program – even if we are a surface water plant. Our area is known to have wells with extremely high levels of Arsenic and the DNR has set minimum casing and grouting depths for new wells in our area. We do not want people to be using well water in our area for consumption or irrigating fruits and vegetables. In addition, we do not want well water with high concentrations of Arsenic entering the City's wastewater system.

Following discussion, **M.S.C. F. Lang/Boyette to approve revisions to Sec. 21-134 *Well abandonment* ordinance and recommend said ordinance revisions to the Common Council for codification.** Commissioners Schmeichel, J. Lang, F. Lang, and Boyette voting aye. Commissioner Bauman voting nay. **Motion carried 4-1.**

Request to Update Private Well Permit Fee – Director Mach presented a memo detailing the current and proposed Private Well Permit Fee. The current fee of \$25 every five year cycle does not adequately recover the costs to administer the program. Director Mach is proposing the Commission authorize a fee increase from \$25 to \$50 every five year cycle. Director Bauman suggested making the permit free in that it would limit the burden for private well owners and increase participation in the program. Director Mach noted that the permit fee currently only provides limited cost recovery from the workload and mailing costs associated with private well program.

Following discussion, **M.S.C. J. Lang/Schmeichel to approve increasing the Private Well Permit Fee from \$25 every five year cycle to \$50 every five year cycle.** Commissioners Schmeichel, J. Lang, F. Lang, and Boyette voting aye. Commissioner Bauman voting nay. **Motion carried 4-1.**

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Award Chemical Bid for Sodium Hypochlorite – Director Mach explained to the Commission that the bid tabulation was not available as of the time of the meeting. As such, awarding the bid for Sodium Hypochlorite will need to occur at a later meeting.

Following discussion, **M.S.C. Boyette/F. Lang to table awarding the bid for Sodium Hypochlorite until a future meeting.** All voting aye.

Discussion and Possible Action for Training / Mentoring Stipend – Director Mach requested the Commission have a discussion regarding the initiation of a training / mentoring stipend to reward those employees who provide one-on-one intensive training to new employees. This practice is common in police departments and school districts where there are designated staff members who are responsible for onboarding new employees. Commission members discussed the details of what a program would look like, mentor selection, and what methods would be used to measure success of the program. Commissioners asked Director Mach to report back to the Commission when a plan for implementing a suggested training / mentoring program is developed.

Following discussion, **No action.**

Director's Report –

1. Water Loss Report – Water loss is up
2. Julie Rosenau, our long-time Billing Clerk has tendered her resignation effective June 14, 2022. Julie was an incredible asset to the City and the Water Utility and staff wish her the best in her future endeavors – Commissioners wished Ms. Rosenau the best and thanked her for her service.
3. The following awards, change orders, and pay requests were approved at the June 9, 2022 Board of Public Works meeting:
 - Contract 8-22 HMA Pavement Repair was awarded to Northeast Asphalt, Inc. of Greenville, WI. Calculated amounts for Water are \$2,111.11 for Services and \$30,455.56 for Mains.
 - Pay Request No. 2 for Contract 2-22, Sanitary, Water Services, and Street Construction on Grove Street and Dieckhoff Street to Donald Hietpas & Sons, Inc., Little Chute, WI in the amount of \$12,238.85 for services on Dieckhoff Street and \$19,852.15 for services on Grove Street.
4. The following awards, change orders, and pay requests were approved at the June 15, 2022 Board of Public Works meeting:
 - Pay Request No. 3 for Contract 1-22, Sanitary, Water Main and Street Construction on Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., and Wild Rose Ln., to Kruczek Construction, Inc., Green Bay, WI in the amount of \$327,459.45 for Water.
5. Solar installation update – The array is working very well. May, 2022 was the first month where the array provided a net positive generation of electricity.

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6. Private lead service line replacement funding update – The resolution and assessment report for the replacement of lead services and sanitary laterals is proceeding through the appropriate committees.
7. Staff are in the process of developing specifications and bid documents for the replacement of the leak truck.
8. The next regular Waterworks Commission meeting is scheduled for July 18, 2022.

Following discussion, **M.S.C. Boyette/Bauman to accept the Director's Report and place on file.** All voting aye.

Any Other Business That May Legally Come Before the Commission – None.

Adjournment – **M.S.C. Boyette/Bauman to adjourn at 6:02 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
June 2022

Cash Balance June 1, 2022		\$625,401
Cash Receipts		
Water Collection Receipts	670,791	
Other Water Receipts	15,451	
		686,242
Cash Distributions		
Check Register	504,337	
Debt Service Reserve	176,096	
Debt Service Payment	6,425	
Disbursements to the City	<u>438,803</u>	
		<u>1,125,660</u>
Cash Balance June 30, 2022		<u><u>185,983</u></u>

JUNE DISBURSEMENTS TO THE CITY

Payroll		91,305
Payroll Benefits		38,433
Vehicle Fuel & Fluids		2,459
Vehicle Maintenance		370
IS/GIS Services		2,835
Postage		249
2nd Qtr Printer Lease		100
2nd Qtr Rent		2,805
2nd Qtr Payment in Lieu of Taxes		253,116
2nd Qtr Charges for Sending/Collecting Bills-Pmt to City		16,863
2nd Qtr-Finance, Legal, HR Services-Pmt to City		30,268
		<u>438,803</u>
Total Disbursements to the City		<u><u>438,803</u></u>

REPLACEMENT FUND RESERVES AS OF JUNE 2022

Sludge Lagoon		\$2,251,747
Vehicles		236,084
Painting Towers		466,495
Painting Hydrants		57,000
GAC Media Replacement		530,000
Pump Rehab		<u>40,000</u>
Total Replacement Fund Reserves		<u><u>\$3,581,326</u></u>

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
06/30/2022	419	U S BANK	06-12-22	23.30	USCC CALL CENTER	AIRTIME 3/22-4/21	Water	40004017706260
		U S BANK	06-12-22	23.28	USCC CALL CENTER	AIRTIME 3/22-4/21	Water	40004017706430
		U S BANK	06-12-22	98.65	USCC CALL CENTER	AIRTIME 3/22-4/21	Water	40004017706620
		U S BANK	06-12-22	40.96	USCC CALL CENTER	AIRTIME 3/22-4/21	Water	40004017706630
		U S BANK	06-12-22	120.21	USCC CALL CENTER	AIRTIME 3/22-4/21	Water	40004017706650
		U S BANK	06-12-22	19.32	USCC CALL CENTER	AIRTIME 3/22-4/21	Water	40004017709020
06/30/2022	420	U S BANK	06-12-22	2,627.73	AIRGAS USA, LLC	CARBON DIOXIDE	Water	40004017706410
		U S BANK	06-12-22	302.97	AMZN MKTP US*LK9ZD67L3	SAMPLE PUMPS	Water	40004027706520
		U S BANK	06-12-22	16.16	AMZN MKTP US*LK9ZD67L3	SIGNAGE	Water	40004017706430
		U S BANK	06-12-22	259.00	AWWA.ORG	AWWA RENEWAL GORGES	Water	40004017706430
		U S BANK	06-12-22	7,700.00	CORE & MAIN - WI005	HYDRANTS	Water	40000002070482
		U S BANK	06-12-22	1,242.00	CORE & MAIN - WI005	Q787261/SERVICE PARTS	Water	40004027706750
		U S BANK	06-12-22	3,850.00	CORE & MAIN - WI005	Q933157/HYDRANT	Water	40000002070482
		U S BANK	06-12-22	140.00	CORE & MAIN - WI005	Q935015/VALVE WRENCH	Water	40004027706730
		U S BANK	06-12-22	87.50	CORE & MAIN - WI005	Q935015/WIRE	Water	40004027706730
		U S BANK	06-12-22	87.50	CORE & MAIN - WI005	Q935015/WIRE	Water	40004027706750
		U S BANK	06-12-22	100.00	EBAY O*18-08724-05392	PRESSURE GAUGES	Water	40004027706780
		U S BANK	06-12-22	250.00	ELIMINATOR PEST MGT.	BUG SPRAYING	Water	40004027706510
		U S BANK	06-12-22	1,200.00	FERGUSON ENT	CURB BOX PARTS	Water	40004027706750
		U S BANK	06-12-22	1,120.00	FERGUSON ENT	HYDRANT PARTS	Water	40004027706720
		U S BANK	06-12-22	129.25	GUENTHER SUPPLY, INC.	PIPE FITTINGS	Water	40004027706520
		U S BANK	06-12-22	939.97	HAWKINS INC	AMMONIA	Water	40004017706410
		U S BANK	06-12-22	20.00	HAWKINS INC	ENVIRONMENTAL FEE	Water	40004017706410
		U S BANK	06-12-22	81.50	HAWKINS INC	FUEL SURCHARGE	Water	40004017706410

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AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
06/30/2022	420	U S BANK	06-12-22	1,299.20	HAWKINS INC	HYDROFLUOSILICIC ACID	Water	40004017706410
		U S BANK	06-12-22	3,376.35	HAWKINS INC	LIME PUMP MOTORS	Water	40000002070493
		U S BANK	06-12-22	4,320.36	HAWKINS INC	LPC-4	Water	40004017706410
		U S BANK	06-12-22	1,374.45	JOHNSON CONTROLS FIRE	FIRE ALARM MONITORING	Water	40004017706430
		U S BANK	06-12-22	337.50	LINCOLN CONTRACTORS SUPPL	1/2 COST DEWATERING PUMP	Water	40004027706730
		U S BANK	06-12-22	337.50	LINCOLN CONTRACTORS SUPPL	1/2 COST DEWATERING PUMP	Water	40004027706750
		U S BANK	06-12-22	2,865.00	MACKAY AND COMPANY INC	FLOOR MOUNTS	Water	40004027706510
		U S BANK	06-12-22	69.10	N&M AUTO SUPPLY	TRACTOR GREASE	Water	40004017709290
		U S BANK	06-12-22	385.42	THE HOME DEPOT 4903	SEALANT/CLAMPS/POWR SANDR	Water	40004027706520
		U S BANK	06-12-22	11.22	THE UPS STORE 2376	SAMPLE SHIPPING	Water	40004017706420
		U S BANK	06-12-22	489.71	VORPAHL FIRE & SAFETY	PPE SAFETY VESTS	Water	40004027706780
		U S BANK	06-12-22	56.00	WAL-MART #2986	PRINTER INK	Water	40004027706780
		U S BANK	06-12-22	432.00	4TE*MARTIN SECURITY SYSTE	SECURITY SYS SOFT LICENSE	Water	40004017706430
06/30/2022	422	U S BANK	06-27-22	409.00	GRAPHIC COMPOSITION INC	PRINT 2021 WQR/221100	Water	40004017709270
		U S BANK	06-27-22	108.30	TDS METROCOM	MAY TDS PHONE	Water	40004017706430
		U S BANK	06-27-22	5.16	TDS METROCOM	MAY TDS PHONE	Water	40004017706630
		U S BANK	06-27-22	51.57	TDS METROCOM	MAY TDS PHONE	Water	40004017706650
		U S BANK	06-27-22	7.62	TDS METROCOM	MAY TDS PHONE	Water	40004017709030
		U S BANK	06-27-22	10.17	TDS METROCOM	MAY TDS PHONE	Water	40004017709210
06/30/2022	423	U S BANK	06-27-22	145.93	AMZN MKTP US*NU8NX6VE3	OFFICE CHAIR CASTERS,	Water	40004017706430
		U S BANK	06-27-22	137.17	AMZN MKTP	FLOOR MAT/TRUCK	Water	40004017706650

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
06/30/2022	423				US*2L9B59KX3	ACCESSORI		
		U S BANK	06-27-22	13.97	AMZN MKTP US*3007A6GB3	ULTRASONIC COUPLANT	Water	40004017706430
		U S BANK	06-27-22	53.75	CINTAS CORP	DISTRIBUTION MATS/MOPS	Water	40004017706650
		U S BANK	06-27-22	53.75	CINTAS CORP	TREATMENT MATS/MOPS	Water	40004017706430
		U S BANK	06-27-22	231.00	EMS INC	ANNUAL HOIST INSPECTIONS	Water	40004017706430
		U S BANK	06-27-22	625.00	FIRELINE SPRINKLER LLC	5 YR SPRINKLER INSPECTION	Water	40004017706430
		U S BANK	06-27-22	358.11	GUENTHER SUPPLY, INC.	PVC PIPE FITTINGS	Water	40004027706520
		U S BANK	06-27-22	42.00	HAWKINS INC	FUEL SURCHARGE	Water	40004017706410
		U S BANK	06-27-22	3,621.80	HAWKINS INC	SODIUM PERMANGANATE	Water	40004017706410
		U S BANK	06-27-22	365.00	IN *SES GROUP, INC.	CHILLER INSPECTION	Water	40004017706430
		U S BANK	06-27-22	83.18	MENARDS APPLETON WEST WI	PIPE/FITTINGS/TOOL BITS	Water	40004027706520
		U S BANK	06-27-22	139.50	MORTON SAFETY, LLC	NITRILE GLOVES	Water	40004017706420
		U S BANK	06-27-22	20.97	MORTON SAFETY, LLC	PPE SAFETY GLASSES	Water	40004027706780
		U S BANK	06-27-22	99.80	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	40004017706420
		U S BANK	06-27-22	172.42	USA BLUE BOOK	LAB REAGENTS	Water	40004017706420
		U S BANK	06-27-22	26.00	WI STATE HYGIENE LAB	LAB TEST	Water	40004017706420
		U S BANK	06-27-22	37.25	4TE*CULLIGAN WATER CONDIT	LAB WATER	Water	40004017706420
06/02/2022	54640	GRAYMONT WESTERN LIME INC	185862RI	3,291.48	HYDRATED LIME		Water	40004017706410
06/09/2022	54661	ALL WORLD FORD INC	222147	19,932.95	1/2 TON 4X4 PICKUP TRUCK	EXT CAB	Water	40000002070502
06/09/2022	54669	DIVERSIFIED BENEFIT SERVICES INC	354509	16.00	MAY SERV FLEX SPENDING		Water	40004017709260

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
06/09/2022	54675	GRAEF	120859	138.11	APR GIS SERVICES		Water	40004017709230
06/09/2022	54676	GRAYMONT WESTERN LIME INC	186232RI	3,088.12	HYDRATED LIME		Water	40004017706410
06/09/2022	54686	MUNICIPAL PROPERTY INSURANCE CO.	40000232	25,211.73	PROPERTY INSURANCE		Water	40004017709240
06/09/2022	54711	WISCONSIN DEPT OF NATURAL RESOURCES	WU95325	6,026.00	DNR LAKE WITHDRAWAL FEE	2022	Water	40004087708004
06/16/2022	54720	DONALD HIETPAS & SONS INC	CN2-22 PAY #2	12,238.85	WATER SERVICES-DIECKHOFF		Water	40000002070485
		DONALD HIETPAS & SONS INC	CN2-22 PAY #2	19,852.15	WATER SERVICES-GROVE ST		Water	40000002070484
06/16/2022	54727	GRAYMONT WESTERN LIME INC	186479RI	3,293.12	HYDRATED LIME		Water	40004017706410
		GRAYMONT WESTERN LIME INC	186928RI	3,224.24	HYDRATED LIME		Water	40004017706410
06/16/2022	54733	KRUEGER TRUE VALUE	140642	70.48	GRASS SEED, FERTILIZER		Water	40004027706750
		KRUEGER TRUE VALUE	140749	33.94	OIL PAN/FUNNEL/UTILITY KNIFE		Water	40004027706520
		KRUEGER TRUE VALUE	140774	57.50	ACID, HARDWARE		Water	40004027706520
		KRUEGER TRUE VALUE	141048	74.99	GRASS SEED, FERTILIZER		Water	40004027706730
		KRUEGER TRUE VALUE	141048	74.99	GRASS SEED, FERTILIZER		Water	40004027706750
06/16/2022	54742	OTIS ELEVATOR COMPANY	100400743823	1,814.40	ELEVATOR SERVICE CONTRACT		Water	40004017706430
06/16/2022	54746	ROBERT J IMMEL EXCAVATING INC	19450	95.00	BLACK DIRT		Water	40004027706730
		ROBERT J IMMEL EXCAVATING INC	19450	95.00	BLACK DIRT		Water	40004027706750
06/16/2022	54747	RYDZ, EDWARD	000005023	226.73	OVERPD FINAL ACCOUNT	000009234	Water	40000003070000
06/16/2022	54755	WE ENERGIES	70068362000001	1,767.12	APR-MAY DISTRIBUTION-	ELECTRIC & HEAT	Water	40004017706650
		WE ENERGIES	70068362000001	353.00	APR-MAY METER SERVICE	ELECTRIC & HEAT	Water	40004017706630

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
06/16/2022	54755	WE ENERGIES	70068362000001	11,104.25	APR-MAY PUMPING-ELECTRIC		Water	40004017706230
		WE ENERGIES	70068362000001	1,026.63	APR-MAY PUMPING-HEAT		Water	40004017706260
		WE ENERGIES	70068362000001	335.31	APR-MAY WATER TOWER-	ELECTRIC	Water	40004017706610
		WE ENERGIES	70068362000001	4,270.87	APR-MAY WATER TREATMENT-	ELECTRIC	Water	40004017706430
		WE ENERGIES	70068362000001	2,679.41	APR-MAY WATER TREATMENT-	HEAT	Water	40004017706420
06/23/2022	54772	CITIES & VILLAGES MUTUAL INS CO	WC221091	7,566.00	3RD QTR WORKERS COMP PREM		Water	40004017709250
06/23/2022	54782	GRAYMONT WESTERN LIME INC	187127RI	2,970.04	HYDRATED LIME		Water	40004017706410
06/23/2022	54792	KRUCZEK CONSTRUCTION INC	CN1-22 PAY #3	10,152.19	WATER MAIN GREEN ACRES LN		Water	40000002070489
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #3	55,592.72	WATER MAIN HONEYSUCKLE LN		Water	40000002070490
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #3	235,387.59	WATER MAIN MEADOW LN		Water	40000002070487
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #3	4,506.45	WATER MAIN PRIMROSE LN		Water	40000002070491
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #3	21,820.50	WATER MAIN WILD ROSE LN		Water	40000002070488
06/30/2022	54840	BLANSHAN, RONALD	000032041	41.18	OVERPD FINAL ACCOUNT	000003838	Water	40000003070000
06/30/2022	54847	DIVERSIFIED BENEFIT SERVICES INC	355711	74.80	JUN SERV-HRA		Water	40004017709260
		DIVERSIFIED BENEFIT SERVICES INC	356989	16.00	JUN SERV-FLEX SPENDING		Water	40004017709260
06/30/2022	54853	GRAYMONT WESTERN LIME INC	187546RI	3,040.56	HYDRATED LIME		Water	40004017706410
06/30/2022	54858	MICHELS	431043	108.80	BACKFILL		Water	40004027706750
06/30/2022	54862	NMP PROPERTIES LLC	000038611	15.85	OVERPD FINAL	000016056	Water	40000003070000

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
					ACCOUNT			
Overall - Total				504,336.58				

NEENAH WATER UTILITY

6 MONTH FINANCIAL REPORT

January 1 through June 30, 2022

**Neenah Water Utility
Comparative Balance Sheet
as of June 30, 2022 & 2021**

Assets	2022	Assets	2021
Current Assets		Current Assets	
Cash & Cash Equivalents		Cash & Cash Equivalents	
Cash on Hand	\$ 185,983	Cash on Hand	\$ 1,801,205
Working Funds - Petty Cash	200	Working Funds - Petty Cash	200
Special Deposits	0	Special Deposits	0
Prepays	2,979	Prepays	120
Total Cash & Cash Equivalents	\$ 189,162	Total Cash & Cash Equivalents	\$ 1,801,525 A)
Temporary Investments		Temporary Investments	
Unrestricted	\$ 9,650	Unrestricted	\$ 288,980
Restricted for Debt Service	339,426	Restricted for Debt Service	696,626 B)
Replacement Reserves	3,581,326	Replacement Reserves	3,170,826
Total Temporary Investments	\$ 3,930,402	Total Temporary Investments	\$ 4,156,432
Receivables		Receivables	
Customer Account	\$ 1,931,326	Customer Account	\$ 1,980,117 C)
Other	5,374	Other	1,150 D)
Investment Interest	13,385	Investment Interest	5,139
Total Receivables	\$ 1,950,085	Total Receivables	\$ 1,986,406
Inventory		Inventory	
Chemical	\$ 93,936	Chemical	\$ 70,931
Meter & Hydrant Supplies	24,916	Meter & Hydrant Supplies	24,916
Total Inventory	\$ 118,852	Total Inventory	\$ 95,847 E)
Total Current Assets	\$ 6,188,501	Total Current Assets	\$ 8,040,210
NonCurrent Assets		NonCurrent Assets	
Long Term Investments	2,171,172	Long Term Investments	1,285,776
Revenue Bond Reserve Investments	319,000	Revenue Bond Reserve Investments	319,000
Revenue Bond Depreciation Fund Investments	250,000	Revenue Bond Depreciation Fund Investments	250,000
Unamortized Premiums on Borrowing/Refunding	(8,612)	Unamortized Premiums on Borrowing/Refunding	(17,777)
Unamortized Loss on Advanced Refunding	0	Unamortized Loss on Advanced Refunding	1,521
Deferred Outflows Related to Pension	1,111,913	Deferred Outflows Related to Pension	1,067,346
Fixed Assets		Fixed Assets	
Utility Plant in Service	\$ 68,599,126	Utility Plant in Service	\$ 66,691,992
Less: Accumulated Depreciation	(25,469,743)	Less: Accumulated Depreciation	(24,285,735)
Net Utility Plant in Service	\$ 43,129,383	Net Utility Plant in Service	\$ 42,406,257
Construction Work in Process	2,231,539	Construction Work in Process	1,261,024
Deferred Special Assessments	404,154	Deferred Special Assessments	404,154
Net Pension Asset	424,231	Net Pension Asset	226,291
Total NonCurrent Assets	50,032,780	Total NonCurrent Assets	47,203,592
Total Assets	\$56,221,281	Total Assets	\$55,243,802
Liabilities & Capital		Liabilities & Capital	
Current Liabilities		Current Liabilities	
Accruals		Accruals	
Due to Vendors/Contractors	\$51,781	Due to Vendors/Contractors	\$38,634
Payrolls	13,484	Payrolls	10,854
In Lieu of Property Taxes	1,033,540	In Lieu of Property Taxes	996,415 F)
Interest	16,358	Interest	23,976
Total Accruals	\$ 1,115,163	Total Accruals	\$ 1,069,879
Net Pension Liability	\$ -	Net Pension Liability	\$ - G)
Total Current Liabilities	\$1,115,163	Total Current Liabilities	\$1,069,879
NonCurrent Liabilities		NonCurrent Liabilities	
Revenue/Refunding Bonds/Notes	\$ 490,000	Revenue/Refunding Bonds/Notes	\$ 1,190,000 H)
Safe Drinking Loan	3,878,347	Safe Drinking Loan	5,464,247 I)
Employee Vacation & Sick Leave Reserve	104,995	Employee Vacation & Sick Leave Reserve	112,938
Allowance of Uncollectable A/R	16,700	Allowance of Uncollectable A/R	16,700
Deferred Special Assessments	413,880	Deferred Special Assessments	404,154
Total NonCurrent Liabilities	\$ 4,903,922	Total NonCurrent Liabilities	\$ 7,188,039
Total Liabilities	\$ 6,019,085	Total Liabilities	\$ 8,257,918
Deferred Inflows Related to Pension	\$ 1,318,230	Deferred Inflows Related to Pension	\$ 1,194,267
Capital & Retained Earnings		Capital & Retained Earnings	
City Paid in Capital	\$ 2,661,887	City Paid in Capital	\$ 2,661,887 J)
Beginning Retained Earnings	\$ 44,962,911	Beginning Retained Earnings	\$ 41,813,759
Net Income (Loss)	1,259,168	Net Income (Loss)	1,315,971 K)
Ending Retained Earnings	\$ 46,222,079	Ending Retained Earnings	\$ 43,129,730
Total Capital & Retained Earnings	48,883,966	Total Capital & Retained Earnings	45,791,617
Total Liabilities & Capital	\$ 56,221,281	Total Liabilities & Capital	\$ 55,243,802

**Neenah Water Utility
Notes and Explanations
Comparative Balance Sheet
For the Period Ending June 30, 2021 & 2022**

Liquidity (Current assets/current liabilities) ratio = 5.55 for the 1st Quarter of 2022. Above 1 is the goal. 2nd Quarter of 2021 = 7.52

- A) Total Cash Equivalents have decreased for the 2nd Quarter 2022 over the corresponding period in 2021, due to movement into long-term investments.
- B) Restricted Funds are retained due to bond covenants and Commission set asides. Invested in LGIP funds. Unrestricted funds are available for projects and emergencies.
- C) Customer Account includes bills sent out at the end of June to residential, commercial, multifamily, industrial, and public accounts.
- D) Includes other billings not yet paid.
- E) Total Inventory is the value of treatment chemicals and distribution materials held in inventory.
- F) PILOT based on Utility Plant in Service.
- G) Net Pension Liability is based on WRS investment performance.
- H) Includes revenue bonds with maturity date 12/1/2026.
- I) Safe Drinking Water Loan used for plant construction, issued 2005 and 2006 with maturity dates 5/1/2024 and 5/1/2025.
- J) Includes City projects paid by TIF.
- K) Net income

Neenah Water Utility					
Comparative Income Statement					
for the Six Months Ending - June 30, 2022 & 2021					
	2022	2021	Percent Change		
Water Operating Revenue					
Unmetered					
Sales to General Customers (WFC)	1,131	790	43.2%	(A)	341.00
Private Fire Protection (Firelines)	68,414	67,484	1.4%	(B)	930.00
Public Fire Protection - All Customers	853,804	848,417	0.6%	(C)	5,387.00
Total Unmetered Revenue	\$923,349	\$916,691	0.7%		6,658.00
Metered					
Bulk Water - All Customer Types	1,181	538	119.5%	(D)	643.00
Residential Customers	1,489,418	1,607,246	-7.3%	(E)	(117,828.00)
Multi Residential Customers	72,781	77,136	-5.6%	(F)	(4,355.00)
Commercial Customers	403,227	415,197	-2.9%	(G)	(11,970.00)
Industrial Customers	874,013	846,957	3.2%	(H)	27,056.00
Municipal/Other Public Customers	54,520	59,741	-8.7%	(I)	(5,221.00)
Total Metered Revenue	\$2,895,140	\$3,006,815	-3.7%		(111,675.00)
Total Water Operating Revenue	\$ 3,818,489	\$ 3,923,506	-2.7%	(J)	(105,017.00)
Other Operating Revenue					
Forfeited Discounts (Late Fees)	13,486	6	224666.7%	(K)	13,480.00
Miscellaneous Service Revenues	6,209	6,158	0.8%	(L)	51.00
Water Property Rental Revenue	65,621	63,074	4.0%	(M)	2,547.00
Other Revenues	13,922	5,086	173.7%	(N)	8,836.00
Total Other Operating Revenue	\$99,238	\$74,324	33.5%		24,914.00
Total Operating Revenue	\$ 3,917,727	\$ 3,997,830	-2.0%	(O)	(80,103.00)
Operating Expenses					
Source of Supply Expenses	6,854	6,636	3.3%	(P)	218.00
Pumping Expenses	124,938	109,438	14.2%	(Q)	15,500.00
Water Treatment Expenses	511,841	505,525	1.2%	(R)	6,316.00
Transmission & Distribution Expenses	212,138	227,166	-6.6%	(S)	(15,028.00)
Customer Account Expenses	68,170	64,226	6.1%	(T)	3,944.00
Administrative & General Expenses	211,348	200,808	5.2%	(U)	10,540.00
Employee Fringe Benefit Expense	181,337	180,630	0.4%	(V)	707.00
Depreciation Expense	809,118	793,253	2.0%	(W)	15,865.00
Property Tax Expense	527,307	481,814	9.4%	(X)	45,493.00
Payroll Tax Expense	38,577	38,504	0.2%	(Y)	73.00
Total Operating Expenses	\$ 2,691,628	\$ 2,608,000	3.2%		83,628.00
Net Operating Income (Loss)	\$ 1,226,099	\$ 1,389,830	-11.8%		(163,731.00)
Other Revenue					
Interest Income	30,381	6,906	339.9%	(Z)	23,475.00
Amortization of Debt Premium	1,260	7,904	-84.1%		(6,644.00)
Capital Contributions	66,217	0	0.0%		
Miscellaneous Non-Operating Income	0	4,305	-100.0%	(AA)	(4,305.00)
Total Other Revenue	\$ 97,858	\$ 19,115	411.9%		78,743.00
Other Expenses					
Interest Expense on Long-Term Debt	64,789	91,453	-29.2%		(26,664.00)
Amortization Expense on Long-Term Deb	0	1,521	-100.0%		(1,521.00)
Total Other Expenses	\$ 64,789	\$ 92,974	-30.3%		(28,185.00)
Net Income (Loss)	\$ 1,259,168	\$ 1,315,971	-4.3%	(BB)	(56,803.00)

**Neenah Water Utility
Notes and Explanations
Comparative Income Statement
For the Period Ending June 30, 2021 & 2022**

- A. Sales to General Customers (water for construction).
- B. Private fire protection is billed at a PSC established flat rate per quarter based on the diameter of the fire line. This affects all customer types operating a private sprinkler/fire line, except residential.
- C. Public fire protection is based upon the square footage of each building.
- D. Bulk water is related to construction activity. A hydrant meter is used to determine usage.
- E. Residential number shown reflects revenues decreasing.
- F. Multi-Family Residential reflects a decrease from last year.
- G. Commercial revenues reflect a decrease.
- H. Industrial revenues reflect an increase.
- I. Public sales include schools, parks, and other public buildings.
- J. Total Water Operating Revenues is the sum of A thru I. Revenue in the 2nd quarter of 2022 is 2.7% less than in the corresponding period of 2021.
- K. Late bill payment revenue (late fees).
- L. Revenue received for reading and billing sewer exemption meters; reconnect fees and turning on service lines; hydrant hook-up fees; customer repair charges.
- M. Revenue received for annual fire hydrant rental to the Town of Neenah and rental fees from cell providers for antenna space. It increases, as contract provisions require.
- N. Revenue received for sale of scrap, miscellaneous service fees, and returned check fees.
- O. Total Operating Revenues in 2nd quarter are 2.00% less than in the corresponding period of 2021.
- P. Source of Supply Expenses are for supervision of intakes and related structures, including testing, inspections, cleanings, and repairs. Inspections and cleanings are twice a year as needed.

Neenah Water Utility
Notes and Explanations Comparative Income Statement
For the Period Ending June 30, 2021 & 2022
Page 2 of 2

- Q. Pumping Expenses were up in the 2nd quarter of 2022 as compared to the corresponding period in 2021, due to increased maintenance and fuel expenses.
- R. Treatment Expenses are up for the time period due to increased production, chemical purchase timing, maintenance, and the repair and upgrade of plant equipment.
- S. Transmission and Distribution Expenses are down for the 2nd quarter of 2022 to the same period in 2021, due to decreased main repair expenses and miscellaneous expenses related to distribution operations.
- T. The Customer Account Expense is higher in the 2nd quarter 2022 than in 2021 due to the increased amount of supervision, records, and collection required, uncollectable accounts, transmission and miscellaneous expenses.
- U. This account reflects an increase due to increased transportation and insurance expenses.
- V. Fringe benefits are affected by staffing levels, overtime or call-in work for water main breaks and plant emergencies, and retirement payouts.
- W. Depreciation Expense is dependent upon actual depreciation of the plant in service.
- X. Payment In Lieu of Property Tax (PILOT) reflects the value of the water system.
- Y. Payroll Taxes
- Z. Interest Income has increased due to economic factors.
- AA. Miscellaneous non-operating income, including the P-card Rebate.
- BB. Net Income in the 2nd quarter of 2022 reflects a decrease compared to the same period in 2021.

Neenah Water Utility
2022 Construction Work in Progress

	Budget	3 Months	6 Months	9 Months	12 Months	Totals
Capital Projects:						
Meter replacement	100,000	108,483	347			108,830
Rebuild (1) finished water pump	20,000	-	-			-
Replace (1) Krohne mag meter backwash	25,000	-	-			-
Replace (1) washwater VFD	35,000	-	-			-
Replace tractor loader/backhoe (10yr cycle)	175,000	-	-			-
Replace road breaker for backhoe	16,000	-	-			-
Plate compactor for backhoe	8,000	-	-			-
Replace (3/3) lime slurry pump	45,000	-	35,629			35,629
Misc tools and equipment	20,000	2,647	14,031			16,678
Technology update	10,000	-	-			-
Misc consulting fees	20,000	-	-			-
Misc plant contingency	50,000	-	-			-
Rebuild (1) raw water pump	12,000	-	-			-
Floor scrubber	5,000	5,109	-			5,109
Replace 2015 Sierra 3500 Leak Truck	60,000	-	-			-
Watermain Addition/Replacement:						
Grove St/Dieckhoff St	40,000	-	39,263			39,263
Fredrick Dr	288,000	2,416	154,300			156,716
Meadow Ln	424,000	-	308,252			308,252
Wild Rose Ln	424,000	1,766	282,015			283,781
Green Acres	424,000	-	294,902			294,902
Honeysuckle Ln	424,000	-	295,926			295,926
Primrose Ln	424,000	6,144	285,023			291,167
Apple Blossom	-	4,137	237,724			241,861
S. Commercial St.	-	-	398			398
CB/JJ Extension	-	-	10,771			10,771
Freedom Meadows	-	-	6,487			6,487
2021 1-Ton Work Truck	-	-	41,101			41,101
2021 1/2-Ton 4x4 Pickup Truck	-	-	19,934			19,934
2021 Industrial Tower Solar	-	(7,380)	-			(7,380)
2021 Freedom Acres	-	82,114	-			82,114
Totals	3,049,000	205,436	2,026,103	-	-	2,231,539
2022 Temporary Investments						
June 30, 2022						
Safe Drinking Water Loan Payment			285,855			
2017 Refunding Debt Service Payment			53,571			
			\$339,426			
Replacement Reserves						
Sludge Lagoon Reserve			2,251,747			
Vehicle Replacement Reserve			236,084			
Painting Tower Reserve			466,495			
Painting Hydrants Reserve			57,000			
GAC Media Replacement			530,000			
Pump Rehab			40,000			
			\$3,581,326			



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: July 13, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Award Chemical Bid for Sodium Hypochlorite

Per previous communication, due to supply scarcity and escalating raw materials pricing, Alexander Chemical has refused to honor their bid for Sodium Hypochlorite as of July 1, 2022. Chemical Consortium members have decided to re-bid in order to secure pricing for three months beginning on July 1, 2022. The bids for Sodium Hypochlorite are attached. The low bid has been highlighted.

Staff recommends awarding the low bid for Sodium Hypochlorite to Hyrdrite Chemical Company.

Appleton Water Treatment Facility
 Appleton Wastewater Treatment Plant
 Neenah Water Utility
 Menasha Water Utility

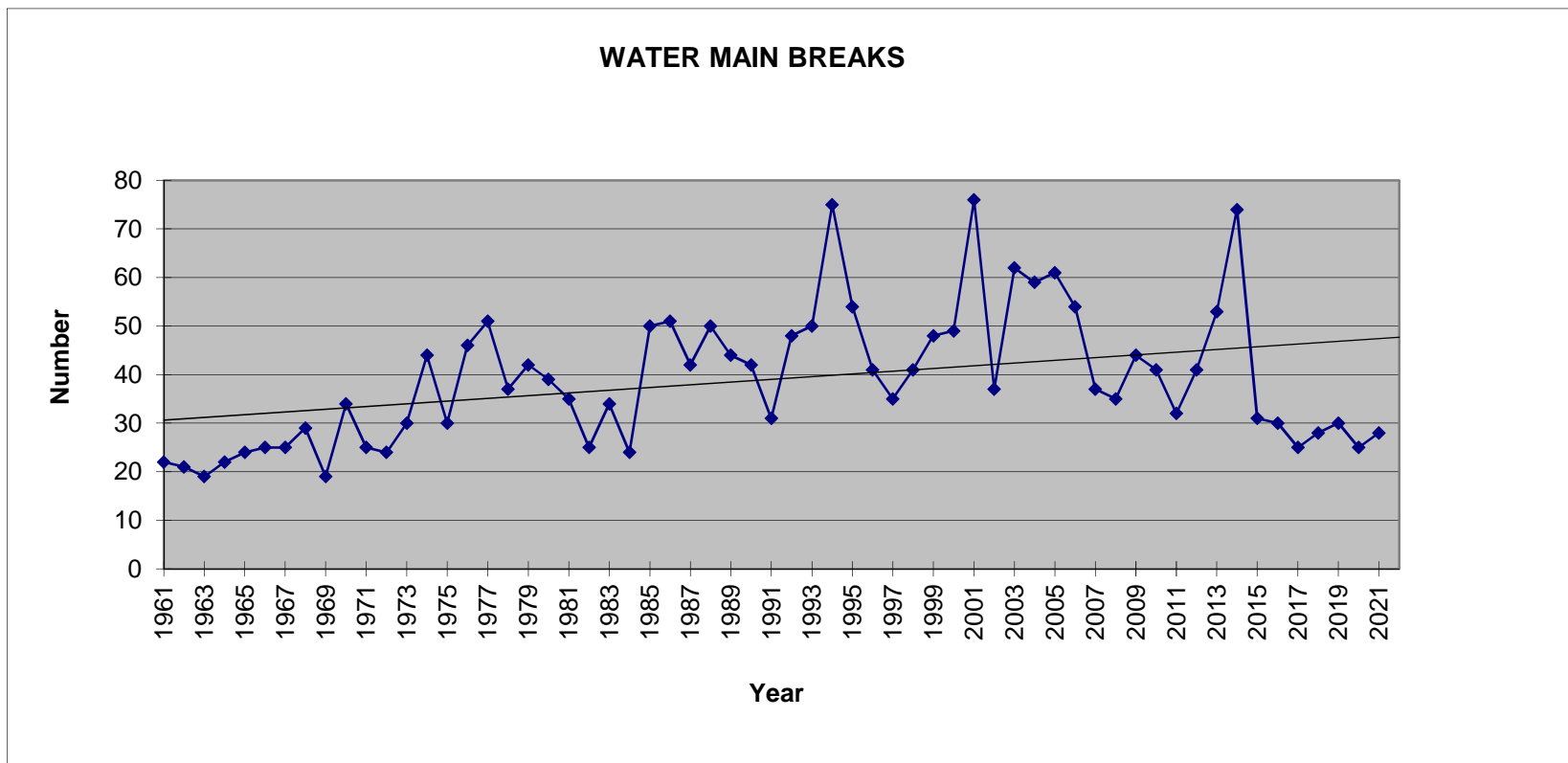
2022 Joint Chemical Consortium Quotation Tabulations - SODIUM HYPOCHLORITE ONLY QUARTER

Vendor	Are all conditions, requirements & specs met?	Insurance Certificate	SDS	NSF/ANSI Std 60 Cert.	Sodium Hypochlorite 12.5% (lbs)	NOTES, Comments
AWTF 2020-2021 Prices / Vendor					\$0.08530 Milport	
AWTF 2022 Original Quote / Vendor					\$0.217 Alexander Chem	
AWWTP 2020-2021 Prices / Vendor					\$0.08530 Milport	
AWWTP 2022 Original Quote / Vendor					\$0.217 Alexander Chem	
NWU 2020-2021 Prices / Vendor					\$0.08530 Milport	
NWU 2022 Original Quote / Vendor					\$0.144 Alexander Chem	
MWU 2020-2021 Prices / Vendor					\$0.0853 Milport	
MWU 2022 Original Quote / Vendor					\$0.1453 Alexander Chem	
Alexander Chemical						
AWTF					\$0.295/lb	
AWWTP					\$0.295/lb	
NWU					\$0.269/lb	
MWU					\$0.265/lb	
Brenntag						
AWTF						No response.
AWWTP						
NWU						
MWU						
Hawkins						
AWTF						No response.
AWWTP						
NWU						
MWU						
Hydrite Chemical						
AWTF					\$0.235/lb	**New credit applications would be needed for Neenah and Menasha. **Bulk Unloading Forms would be needed for all locations BEFORE the 1st load can be accepted.
AWWTP					\$0.235/lb	
NWU					\$0.235/lb	
MWU					\$0.235/lb	
Milport						
AWTF						No response.
AWWTP						
NWU						
MWU						
Univar						
AWTF						Not able to quote at this time.
AWWTP						
NWU						
MWU						

UPDATED 062822

New RFQ emailed 6/16/22 to the companies listed above for Sodium Hypochlorite only.
 RFQ terms 7/1/22-9/30/22
 RFQ response due by 6/24/22 at noon.

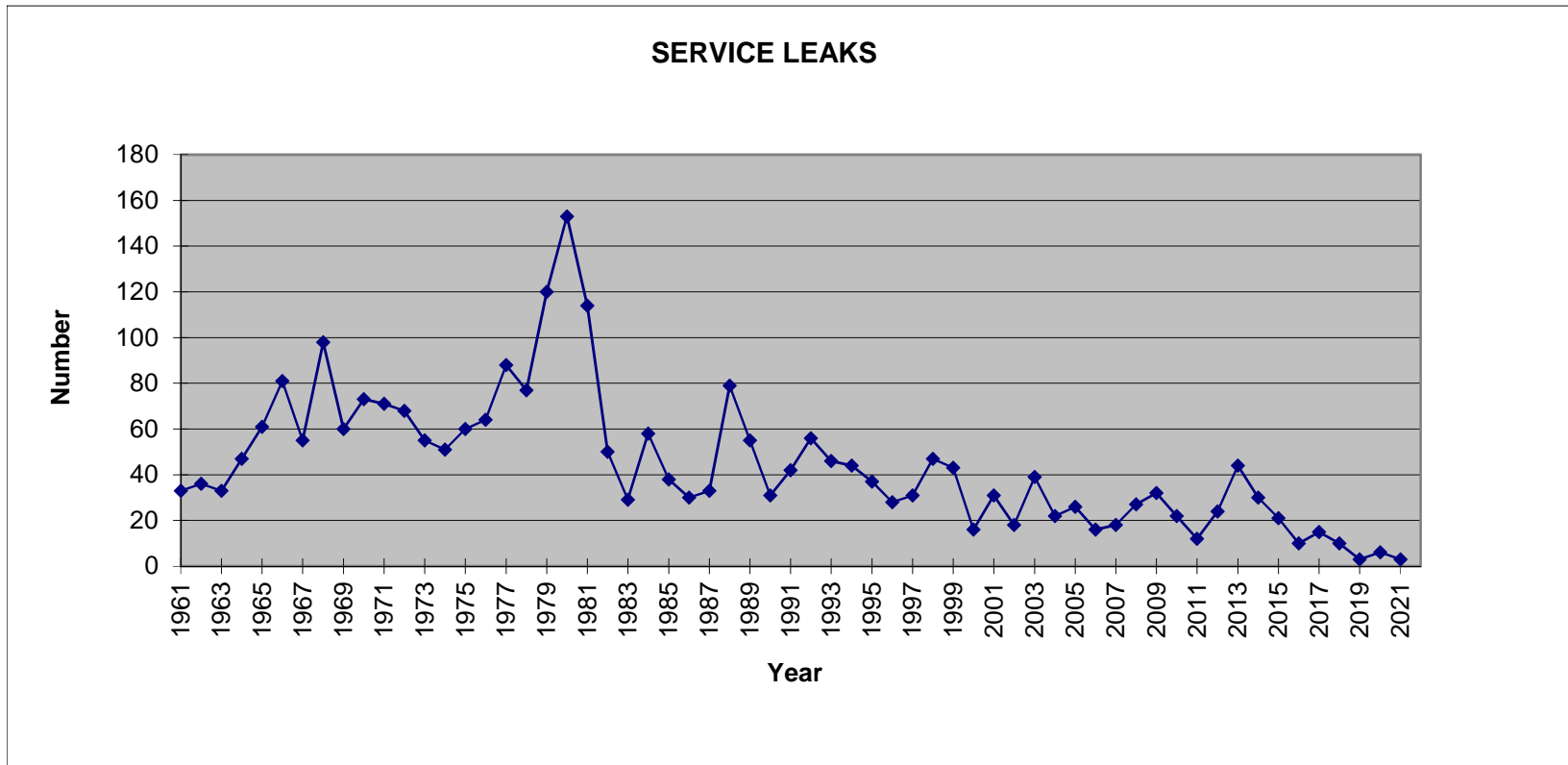
NEENAH WATER UTILITY



WATER MAIN BREAKS

This traces the history of water main breaks in the Neenah distribution system. Breaks are related to many factors including surface loading, soils, backfill, pump operation, pipe quality, and pipe age. With an aggressive pipe replacement program, the overall direction for water main breaks is predicted to trend lower year over year. There were 28 water main leaks repaired in 2021.

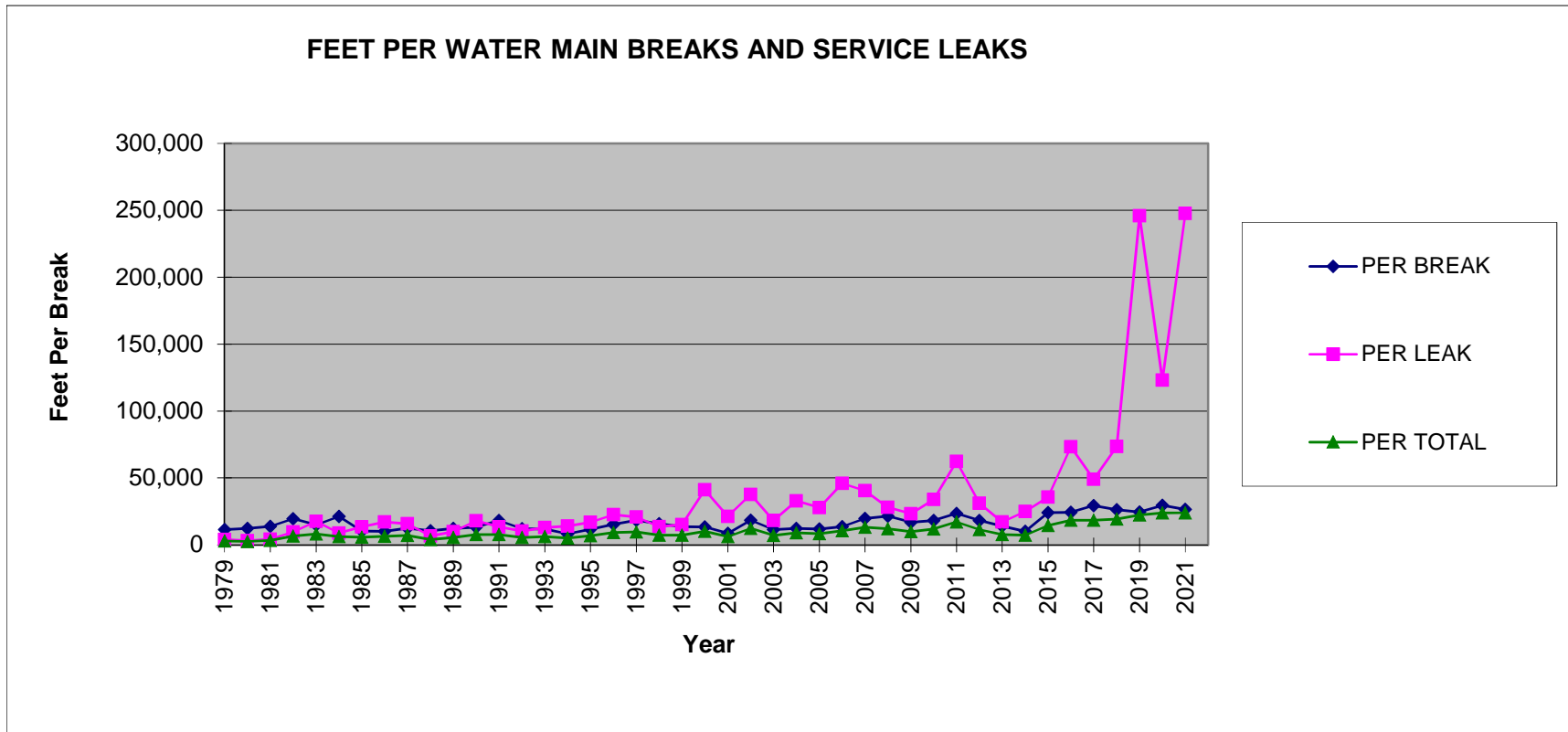
NEENAH WATER UTILITY



SERVICE LEAKS

We are responsible for repairing leaks on the water service into a property from the water main to and including the curb stop. There has been a significant decline in the number of service leaks since the 1970's, and the long-term trend indicates that there will be only a few leaks per year in the future. As part of the recent aggressive water main replacement program, we have replaced many old lead services connected to the main. In addition, copper pipe has been used since the 1960's and polyethylene since the 2010's. Both of these materials are more reliable than lead. There were three service leaks repaired in 2021.

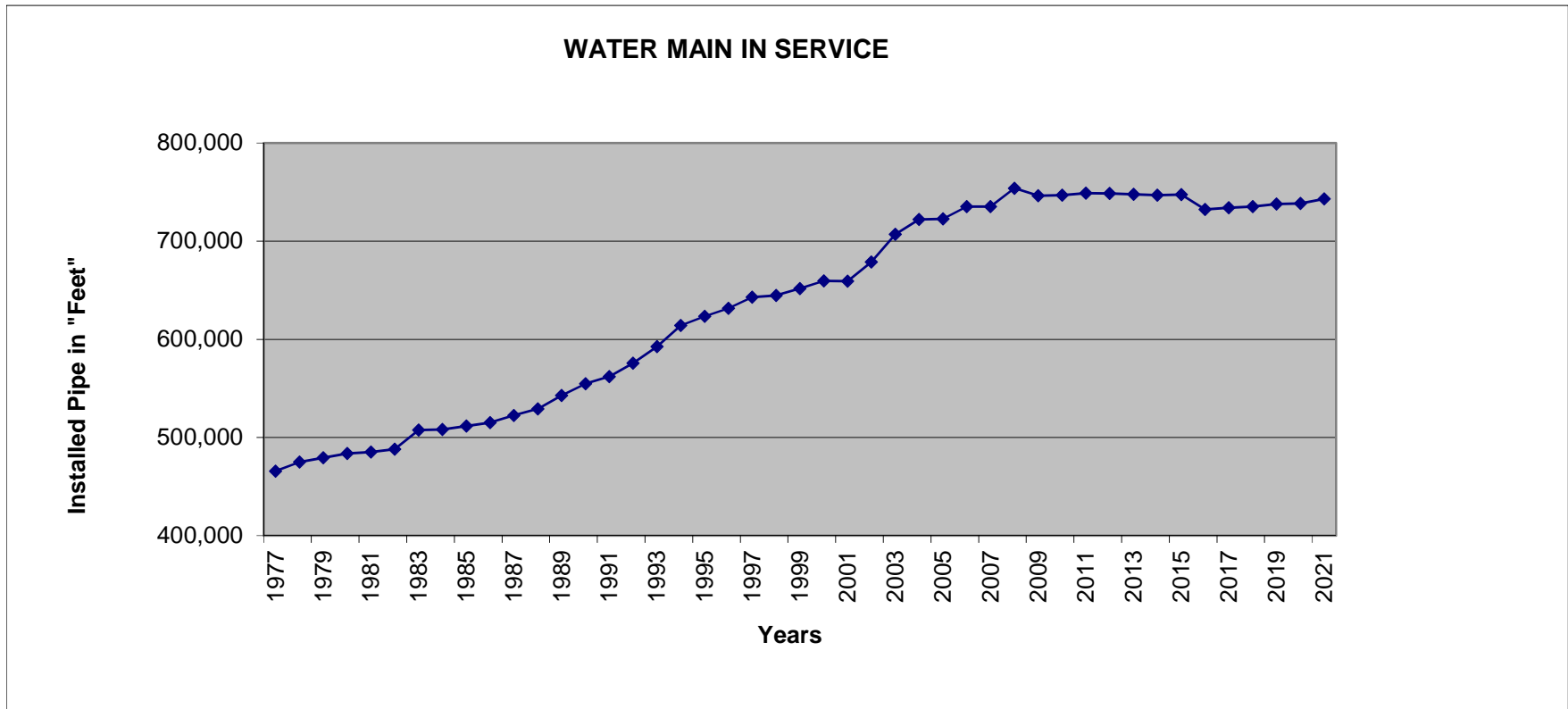
NEENAH WATER UTILITY



FEET PER BREAKS AND LEAKS

This chart indicates the number feet of water main in the distribution system per main breaks and service leaks. There is nearly 743,100 feet of water main in the distribution system. As a metric, there is approximately 26,540 ft of water main per water main break in 2020 and approximately 247,700 ft of water main per service leak in 2021.

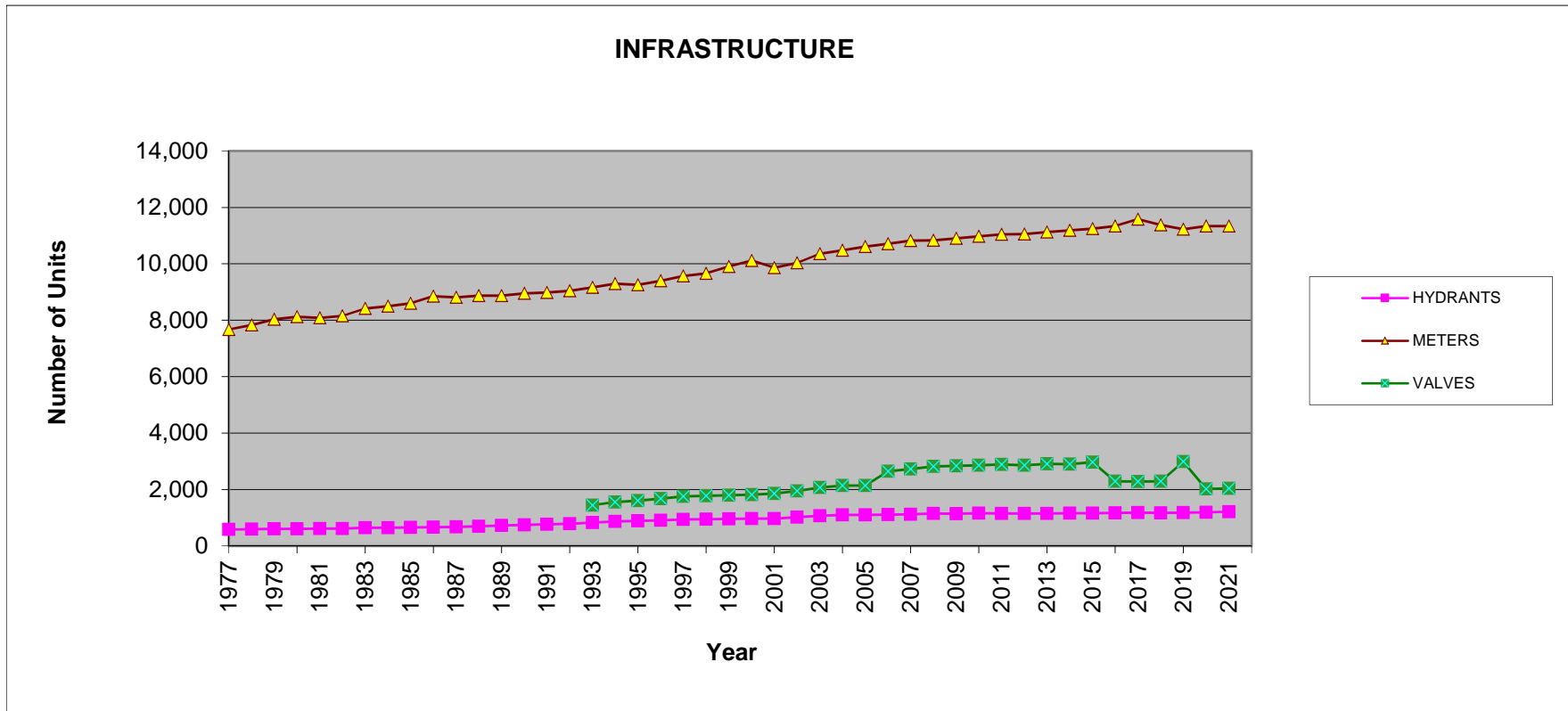
NEENAH WATER UTILITY



WATER MAIN IN SERVICE

This graph reflects infrastructure as it is related to the growth of the City and manpower needed to maintain the system. Even though water consumption has fluctuated over the years, the newly installed water main has steadily increased in Neenah. This does not reflect replaced water main. Total water main was recalculated in 2016 via the GIS transition. The City has 743,100 feet of water main as of 2021. The steady increase in water mains is due to City expansion.

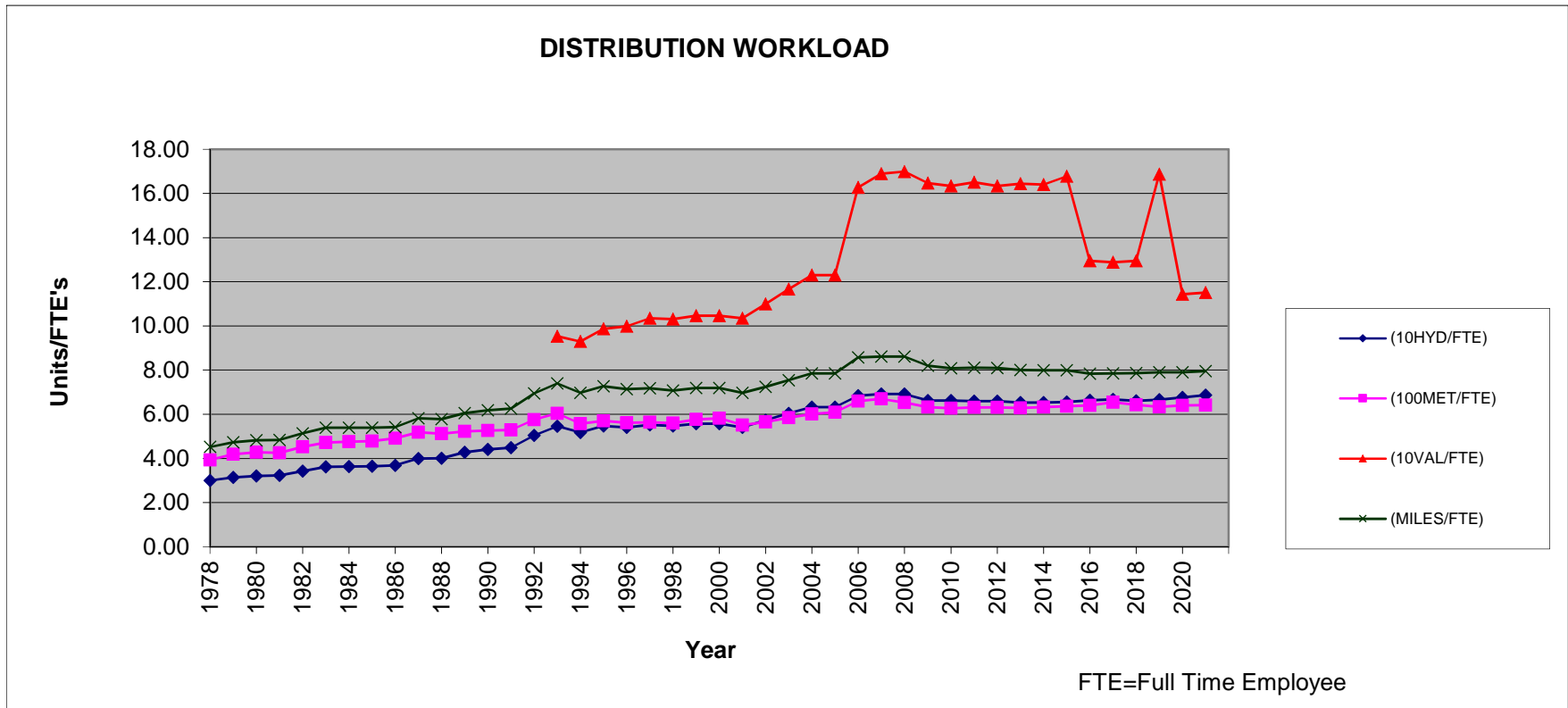
NEENAH WATER UTILITY



INFRASTRUCTURE

This graph reflects infrastructure as it is related to the growth of the City and manpower needs. Hydrants, meters and valves all require a fixed amount of annual maintenance. As the number of units increase the size of the staff should increase. The DNR and the PSC dictate the frequency of maintenance on these items. (i.e., all valves must be operated every 2 to 5 years, all hydrants exercised every 2 years, and residential meters shall be tested and exchanged every 10 years.) The valve total for 2021 reflects only main valves (not hydrant valves or service valves as previously reported). In 2021 there were 1,249 Hydrants, 11,343 Meters, and 2,050 Valves.

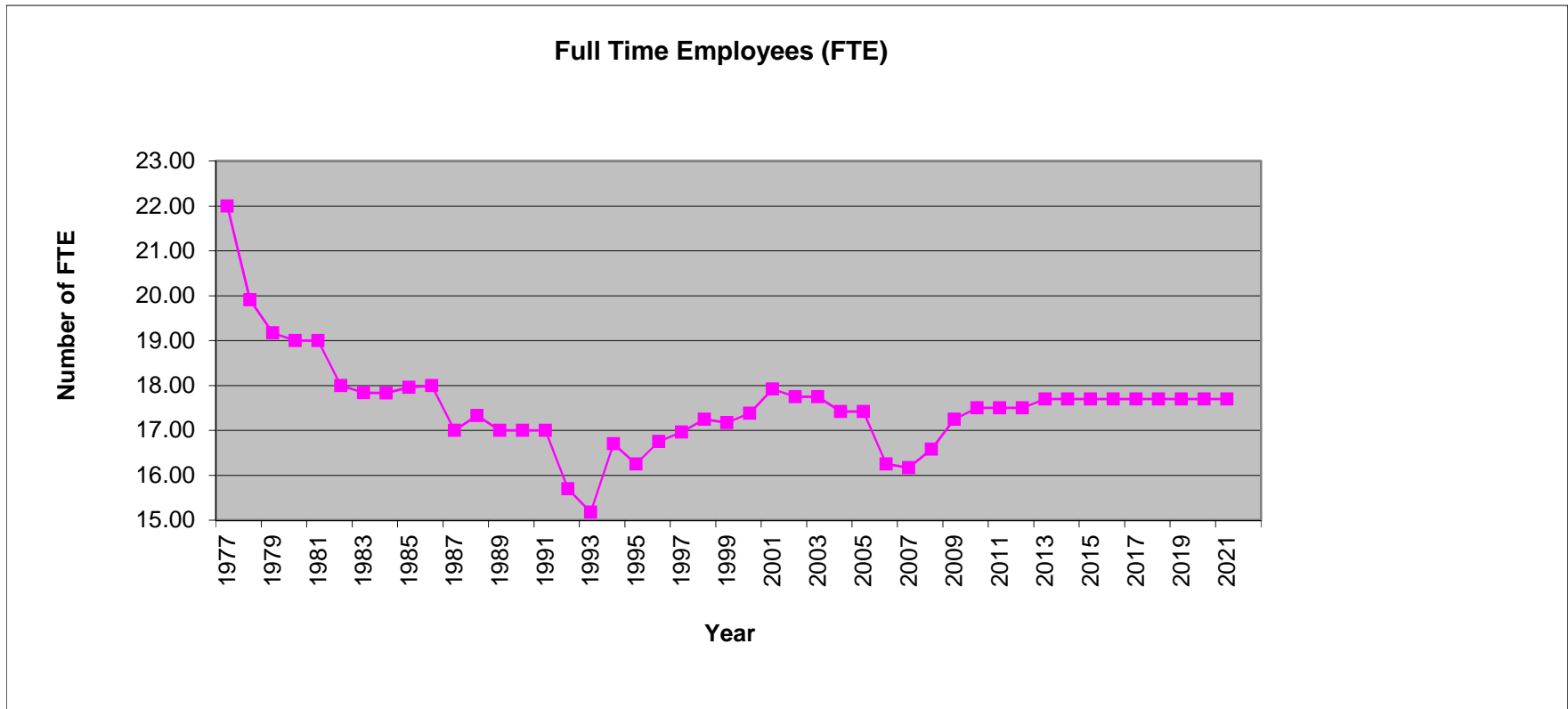
NEENAH WATER UTILITY



DISTRIBUTION WORKLOAD

This shows the relationship between the number of full time employees (FTE's) and the number of hydrants (HYD), meters (MET), valves (VAL) and miles of pipe (MILES). As these curves continue to rise, we will eventually need additional labor to maintain the infrastructure. The large jump in valves per FTE in 2006 reflects the increase in valves carried on the books. In 2016, adjustments were made to water main and valve totals. In 2020, an adjustment was made to include only main valves (not hydrant or other valves). In 2021 there were 17.70 Full time employees, 1,249 Hydrants, 11,343 Meters, and 2,050 Valves.

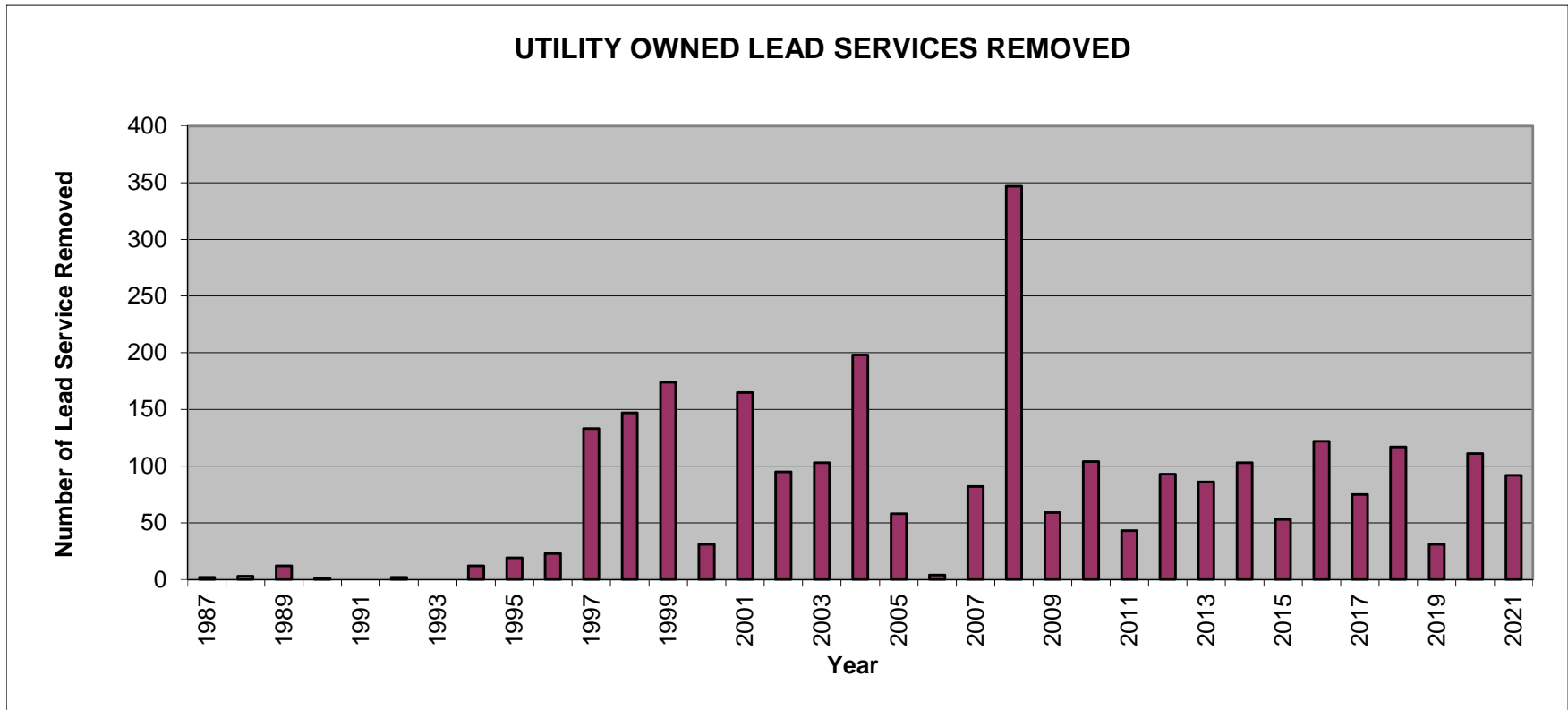
NEENAH WATER UTILITY



FULL TIME EMPLOYEES (FTE)

This shows the number of full time employees working at the Utility since 1978. It accounts for resignations, retirements, injuries and partial year work. It does not account for vacation and sick leave. Vacation time off increases as employee longevity increases. FTE's would be reduced if vacation and sick leave were factored in. Workload per unit would then increase. At full employment with no partial year work, we have 17.7 FTE's.

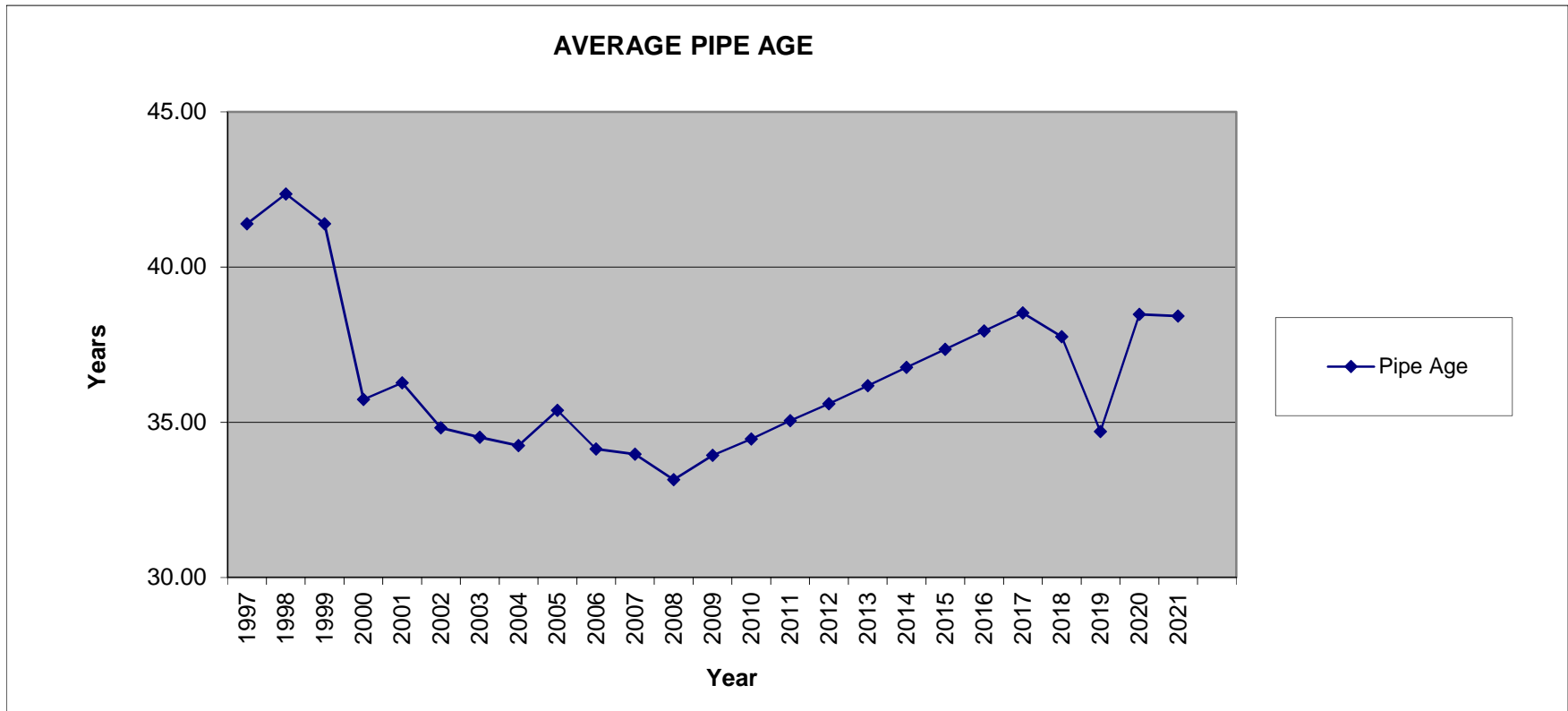
NEENAH WATER UTILITY



LEAD SERVICES REMOVED

This graph shows the progress in removing lead services from the distribution system. We started with approximately 5,000 lead services and we have approximately 2,300 remaining as of 12/31/2021. Our replacement is from the water main to and including the curb stop. The homeowner is responsible for replacement from the curb stop to the house and inside the house. Recent tests have shown that lead is at an acceptable level. In 2021, 92 lead service lines were removed.

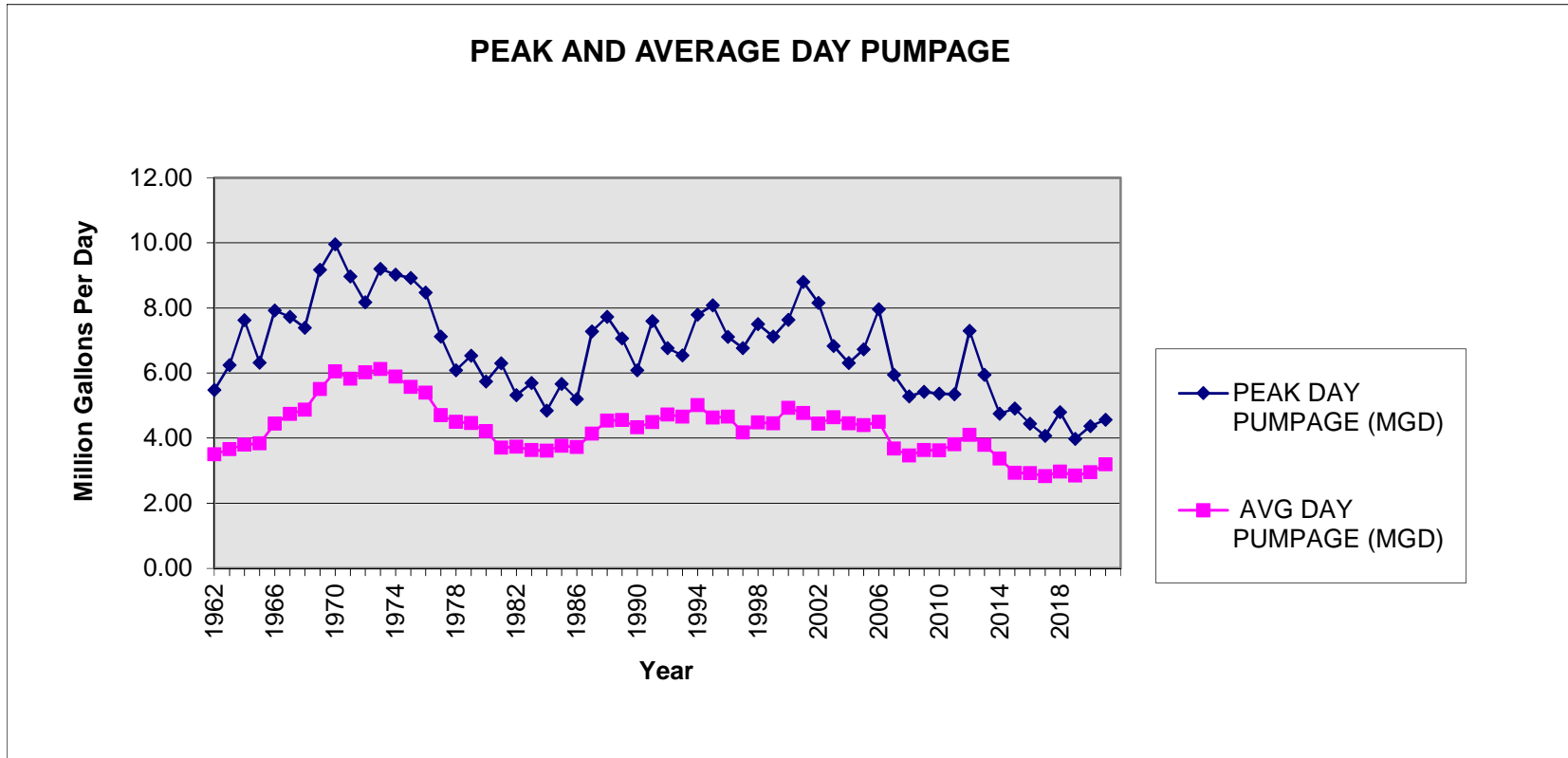
NEENAH WATER UTILITY



AVERAGE PIPE AGE

This shows the average age of all pipes, including replacements, in the water distribution system (pipe age). This figure is calculated by multiplying the pipe age by its length for every section of pipe within the City. This total is then divided by the total amount of pipe within the system. Ideally, pipe age should be decreasing as this indicates that the Utility is replacing aging mains. Currently, the Utility has a depreciation rate of 1.30% per year for mains. The average pipe age for 2021 is 38.42 years old.

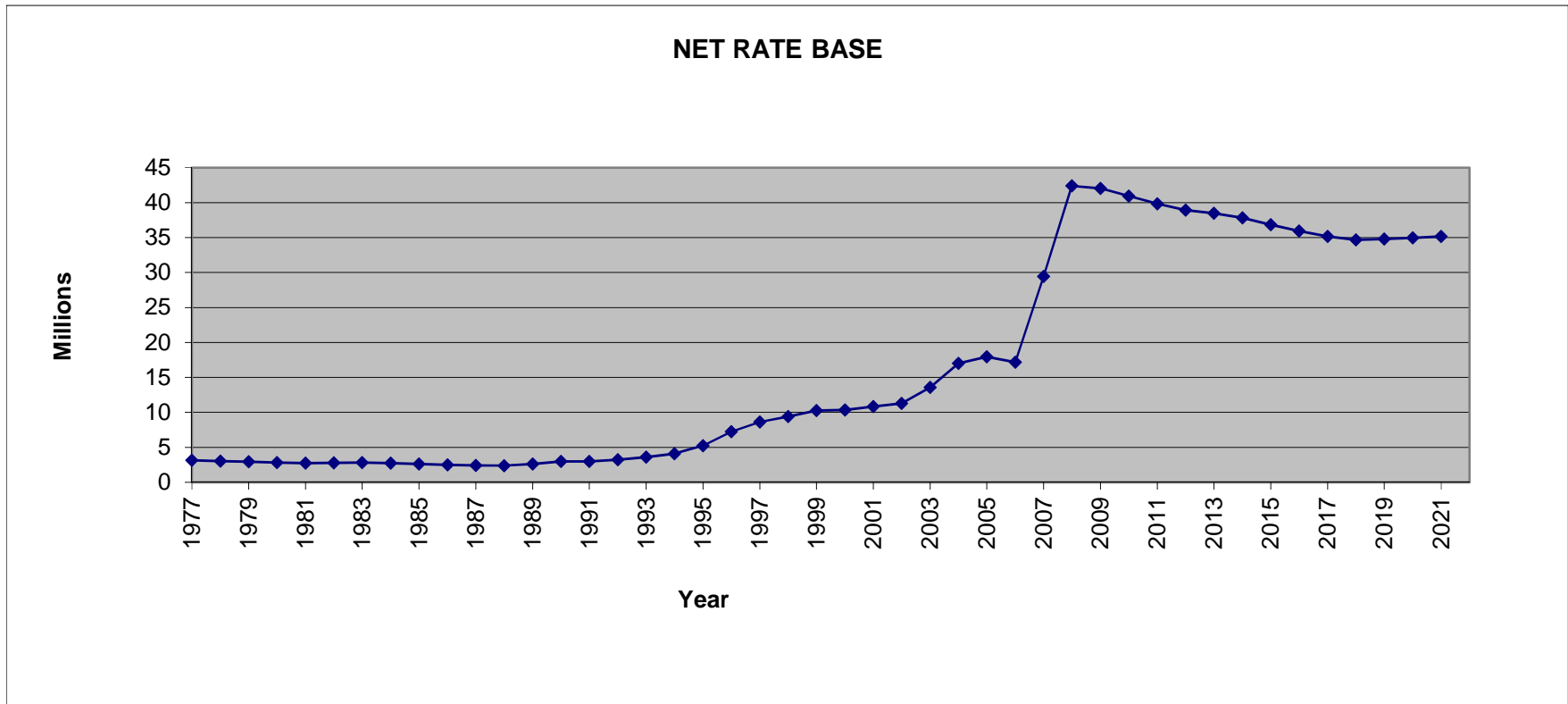
NEENAH WATER UTILITY



PEAK AND AVERAGE DAY PUMPAGE

This tracks the peak day pumpage plus lost water (the sum of the two equals pumpage) throughout the City, and the peak day pumpage each year. This is a basic planning tool. Projections of these curves can be used to determine the adequacy of water treatment plant capacity. The peak day pumpage depends upon weather and related residential use.

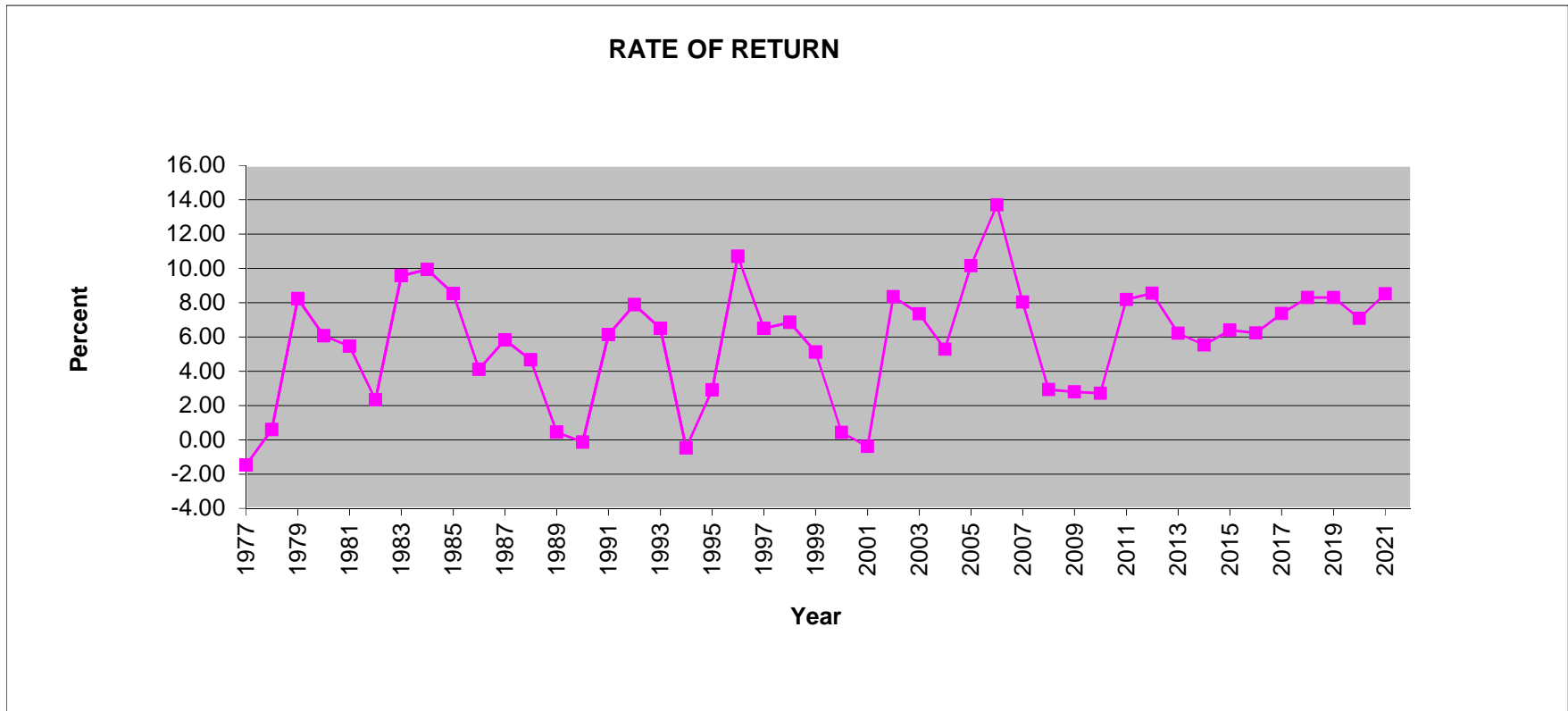
NEENAH WATER UTILITY



NET RATE BASE

The net rate base is defined as gross utility financed plant less accumulated depreciation, less the regulatory liability for pre-2003 depreciation on contributed plant, plus utility materials and supplies. As assets grow and debt is paid, the rate base increases. The dip in 2006 reflects asset retirements at the old plant, while the increase in 2007 and 2008 reflects the net increase in assets due to the implementation of the new plant. The rate base at the end of 2021 is just over \$35M.

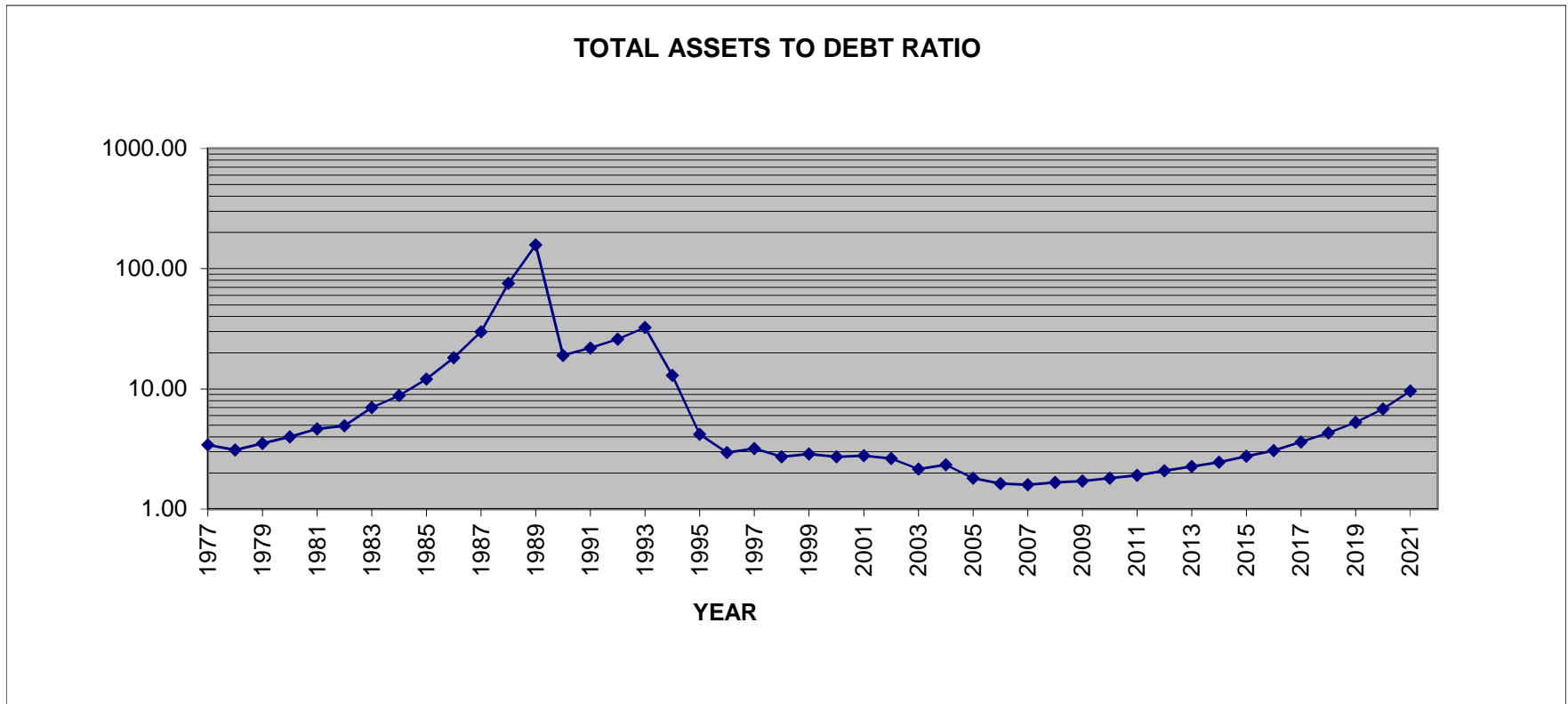
NEENAH WATER UTILITY



RATE OF RETURN

The rate of return is the net operating income divided by the net rate base. This graph shows our rate of return since 1977. The bottom of the valleys are generally the years rate increases were implemented. The peaks are the immediate result of those increases. Intermediate slope changes usually reflect large expenses or consumption pattern changes. The PSC generally allows a rate of return between 5.5% and 8.0%. However, with the latest filter plant construction project there was a rate increase at the beginning of 2006 that caused the rate of return to temporarily exceed the allowable range. The rate increase in 2011 caused the rate of return to jump to 8.18%. It rose again in 2012 because the rate increase in 2011 was prorated for the first three months. The rate of return in 2021 was 8.52%.

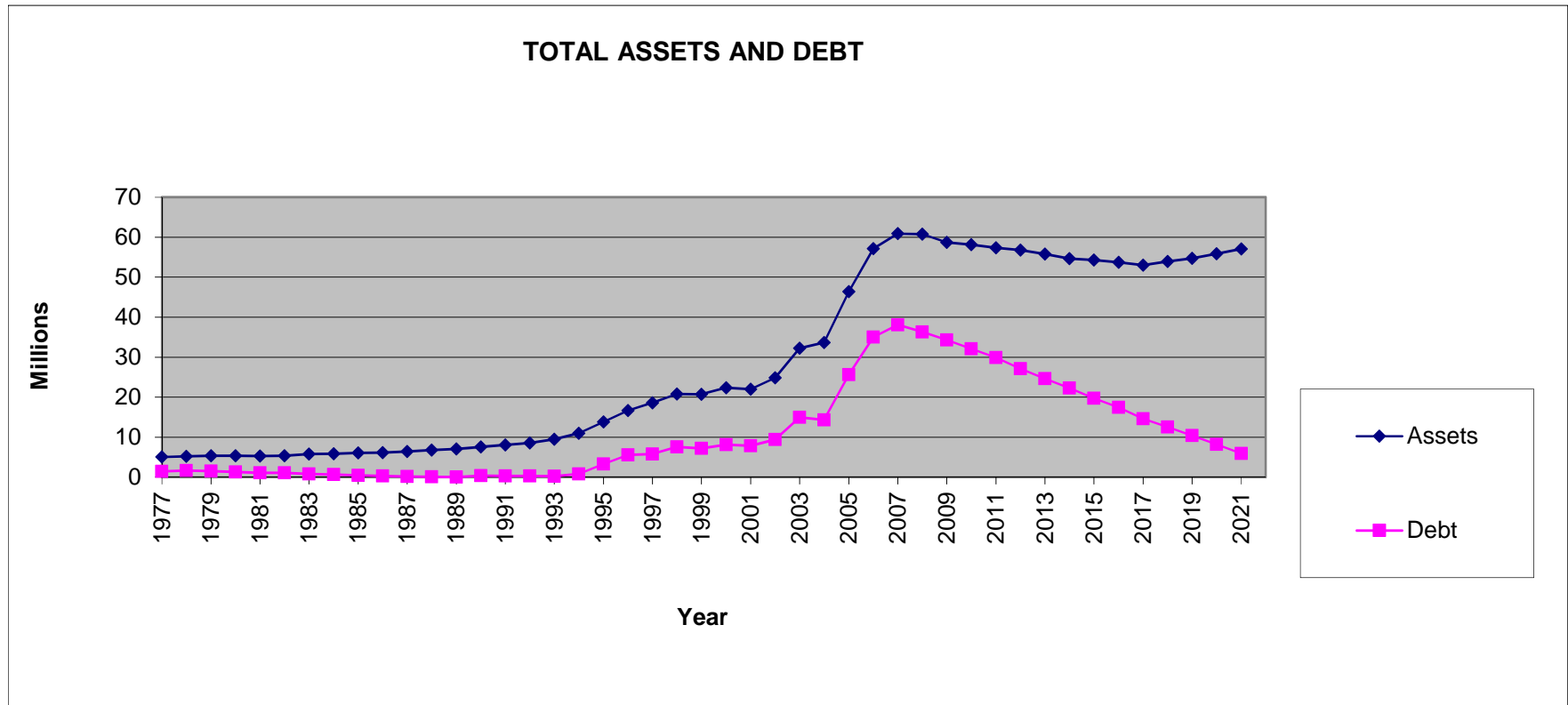
NEENAH WATER UTILITY



TOTAL ASSETS TO DEBT RATIO

This shows the ratio of total assets to debt. The spike shows a period where the Water Utility was almost debt free. A semi-log scale was used to flatten the curve and make it easier to read. At the end of 2021, the assets to debt ratio was 9.58.

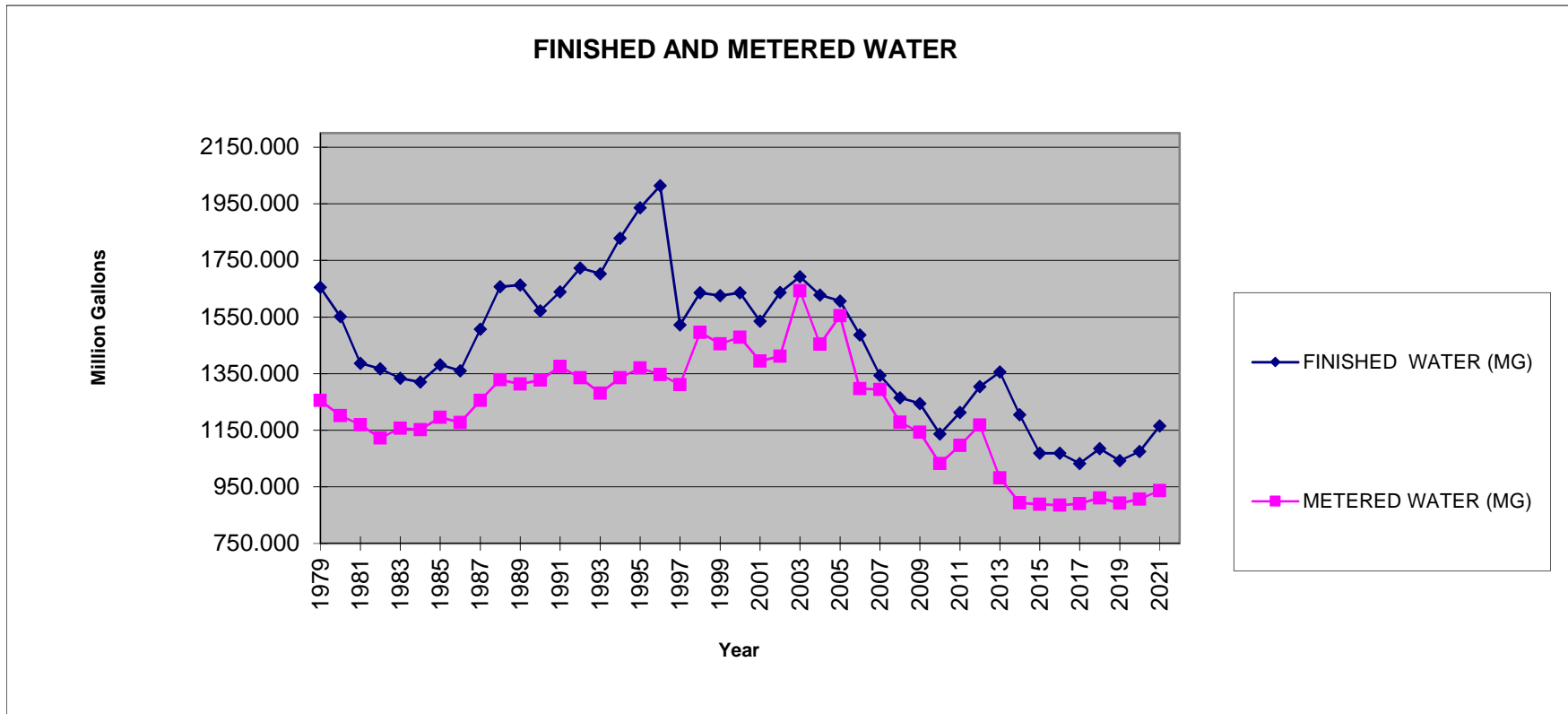
NEENAH WATER UTILITY



TOTAL ASSETS AND DEBT

This is a summary of total assets and debt since 1977. In recent years we have put effort into upgrading the plant and the distribution system, so both have grown. Total debt at the end of 2021 is just under \$6.0 M.

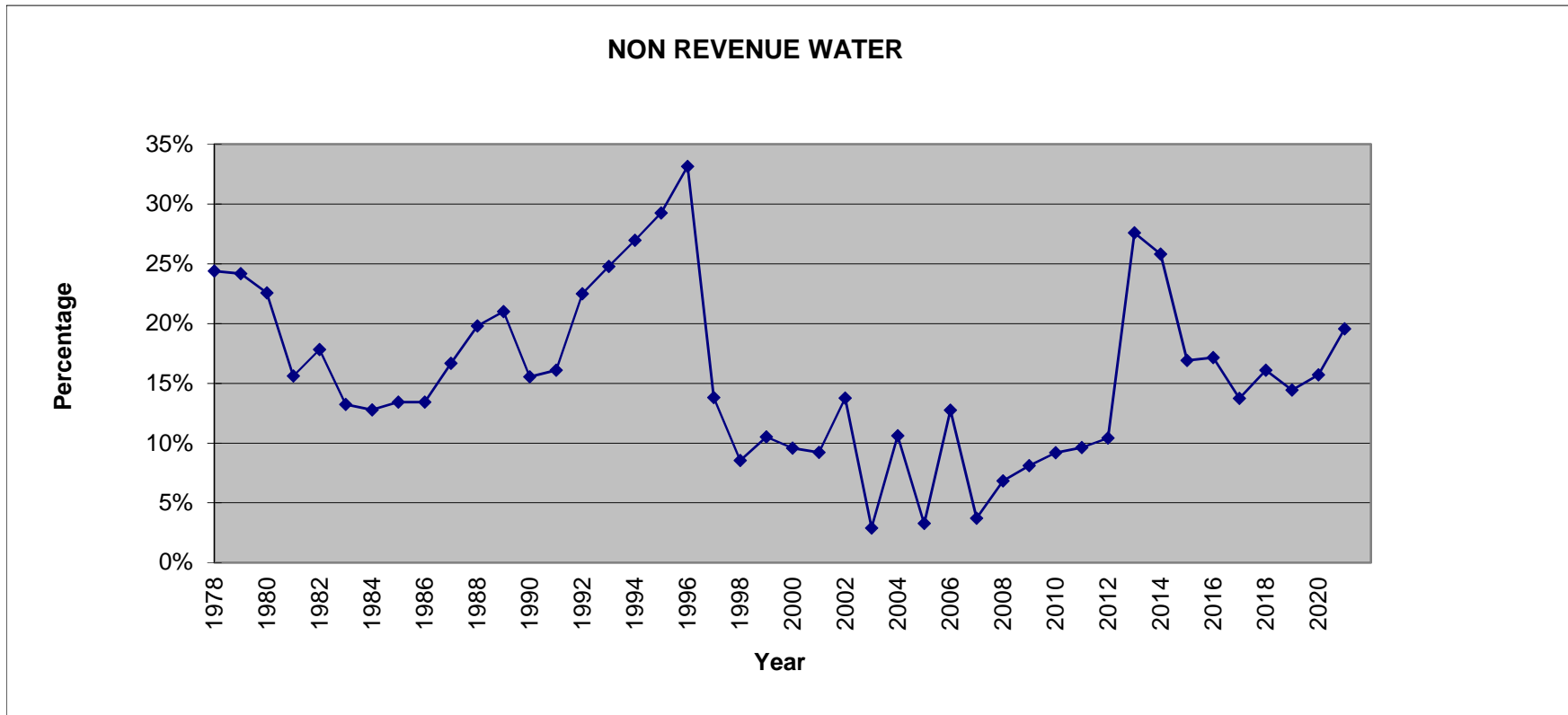
NEENAH WATER UTILITY



FINISHED AND METERED WATER

The finished water is the amount of water that is pumped from the plant. The gap between finished and metered water is considered non-revenue water. To be efficient, this difference must be as low as possible. Non-revenue water is predominantly from water main and service leaks, fire fighting, in-plant usage, and unauthorized use. The trend of recent years indicates a slight uptick in both finished and metered water due to City expansion.

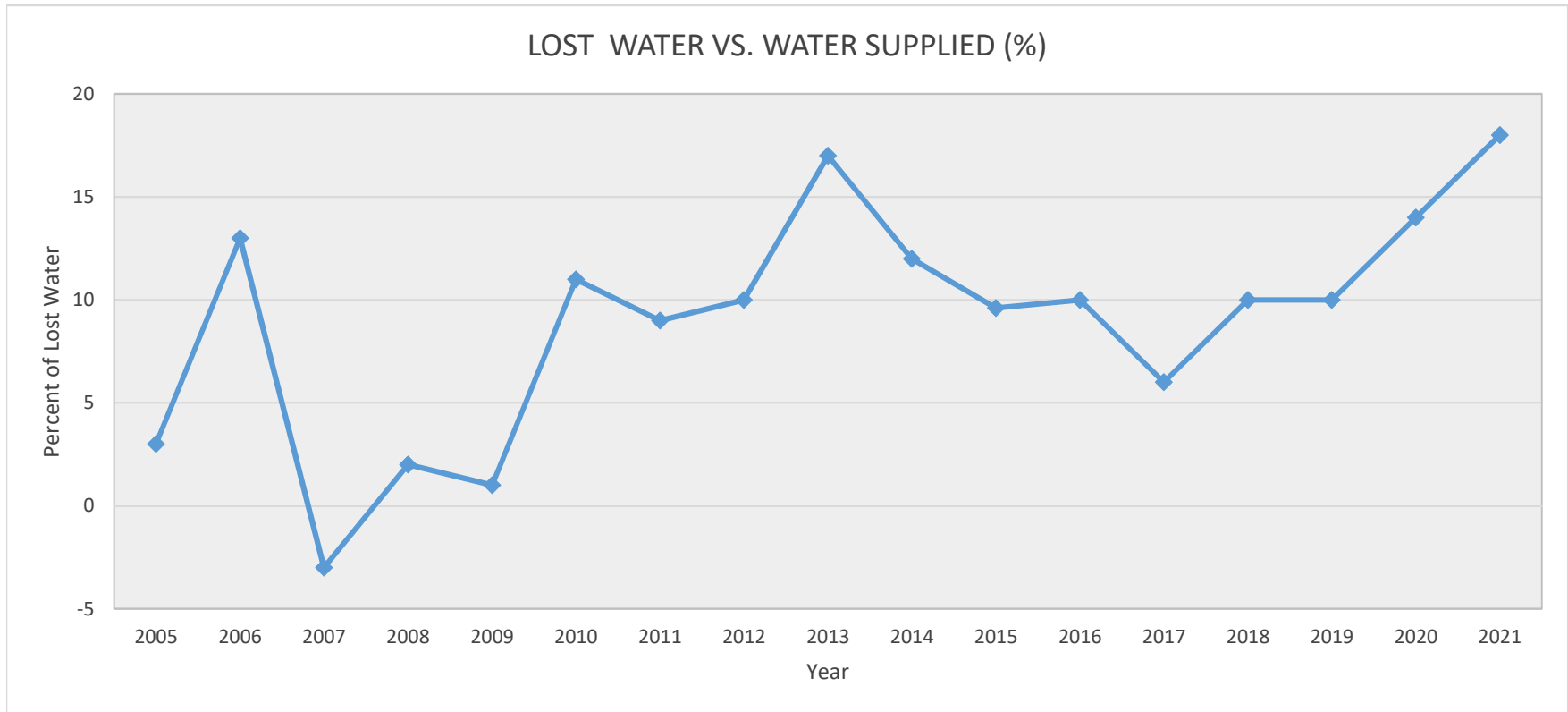
NEENAH WATER UTILITY



NON REVENUE WATER

This shows the difference between the metered water and the finished water, as a percentage. The PSC goal is under 15%. We calculate the unbilled water on a monthly basis and look for undetected leaks weekly. Since 1996 we have made a major effort to reduce the unbilled water. This is a time consuming effort. This is the key benchmark that water utilities use when comparing themselves to other water utilities and when determining their own efficiency. The non-revenue water is at approximately 19% in 2021.

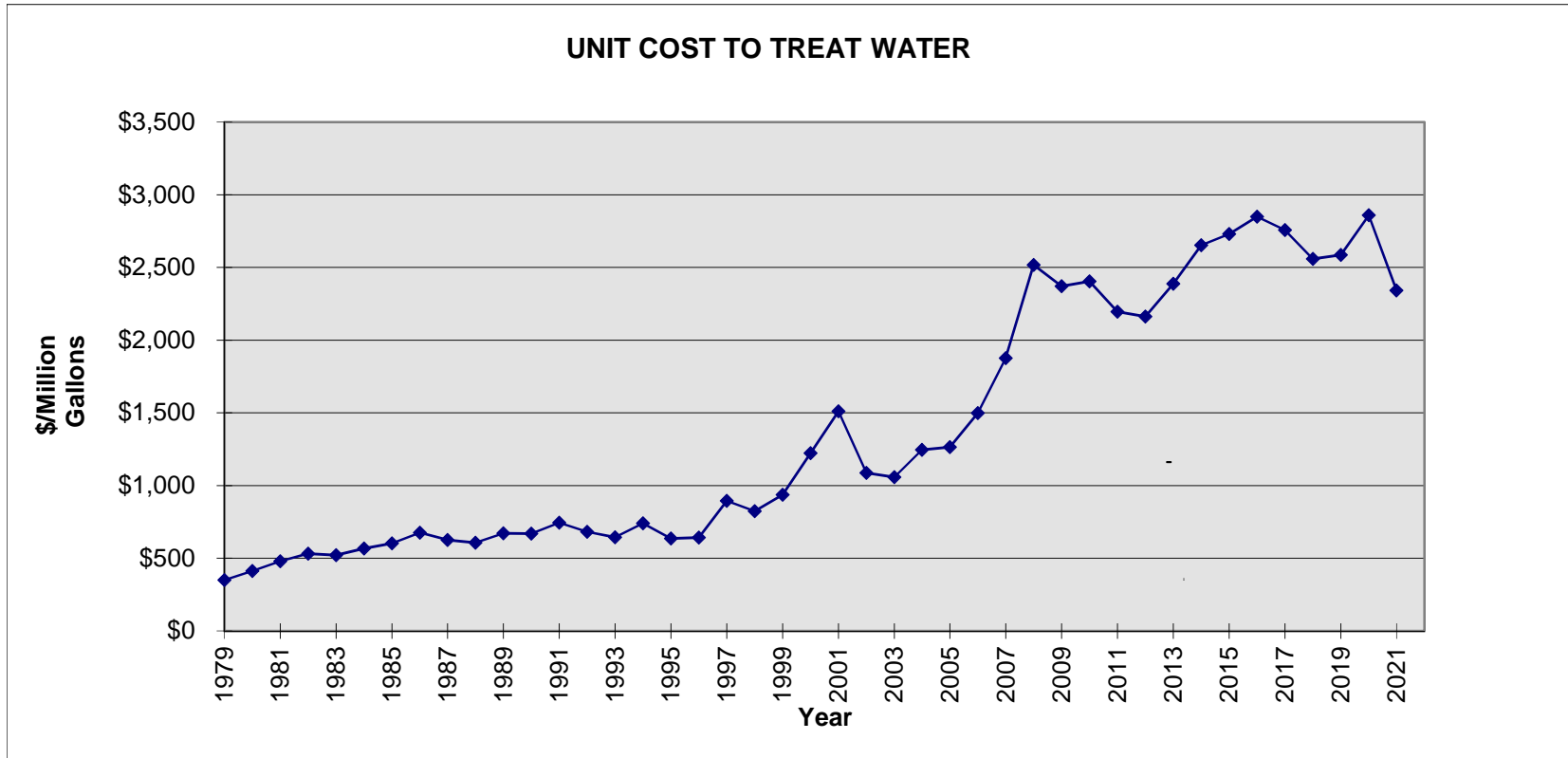
NEENAH WATER UTILITY



LOST WATER VS. WATER SUPPLIED

This shows the water loss as a percentage of finished water. We calculate lost water by subtracting the known or estimated authorized, but unbilled usage (such as fire protection) from the total unbilled water. This factor is then divided by the total water delivered to the distribution system. The lost water is at approximately 18% in 2021.

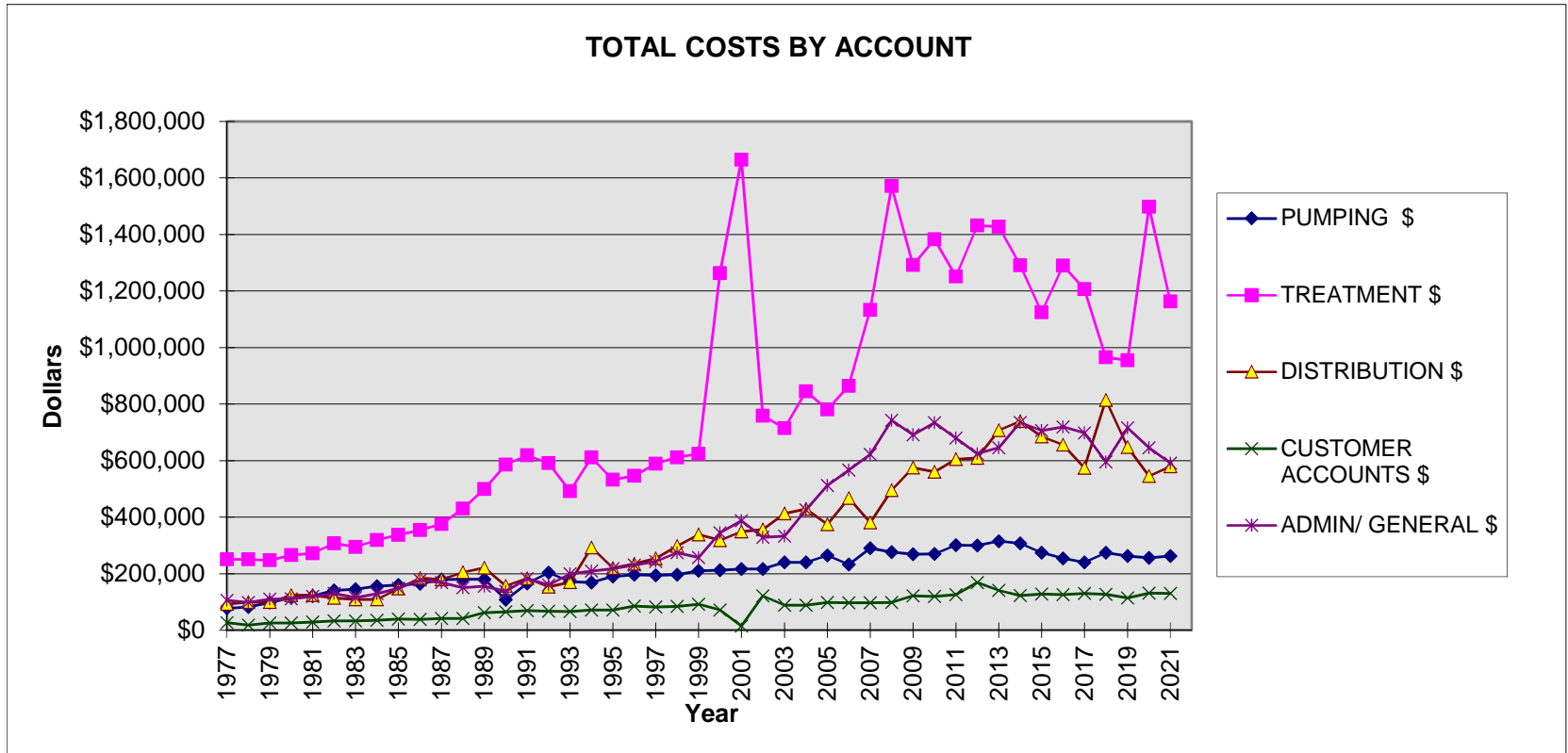
NEENAH WATER UTILITY



UNIT COST TO TREAT WATER

This shows the total pumping, treatment, accounting and administrative/general costs to treat water divided by gallons of water treated (not sold). The unit cost had been fairly level in the mid 90's. The high, non-revenue water was giving a false picture of the actual unit cost to treat water. With a reduction in non-revenue water in 1997, the unit cost took a significant jump, even though the total cost was in line with anticipated expenditures. The steep increase in 2007 and 2008 reflect increased chemical prices, implementation of additional processes at the new plant, additional intermediate pumping at the plant, and lagoon cleanouts. This is one of the key benchmarks that water utilities use when comparing themselves to other water utilities. The unit cost for Neenah water has been one of the lowest in the state, when you factor in the complexity and cost of softening surface water. 2009 reflects a single set aside for the sludge lagoon cleanout. 2008 had a double set aside since 2007 was missed. The increase in 2020 is due predominantly to the cleanout of a lagoon.

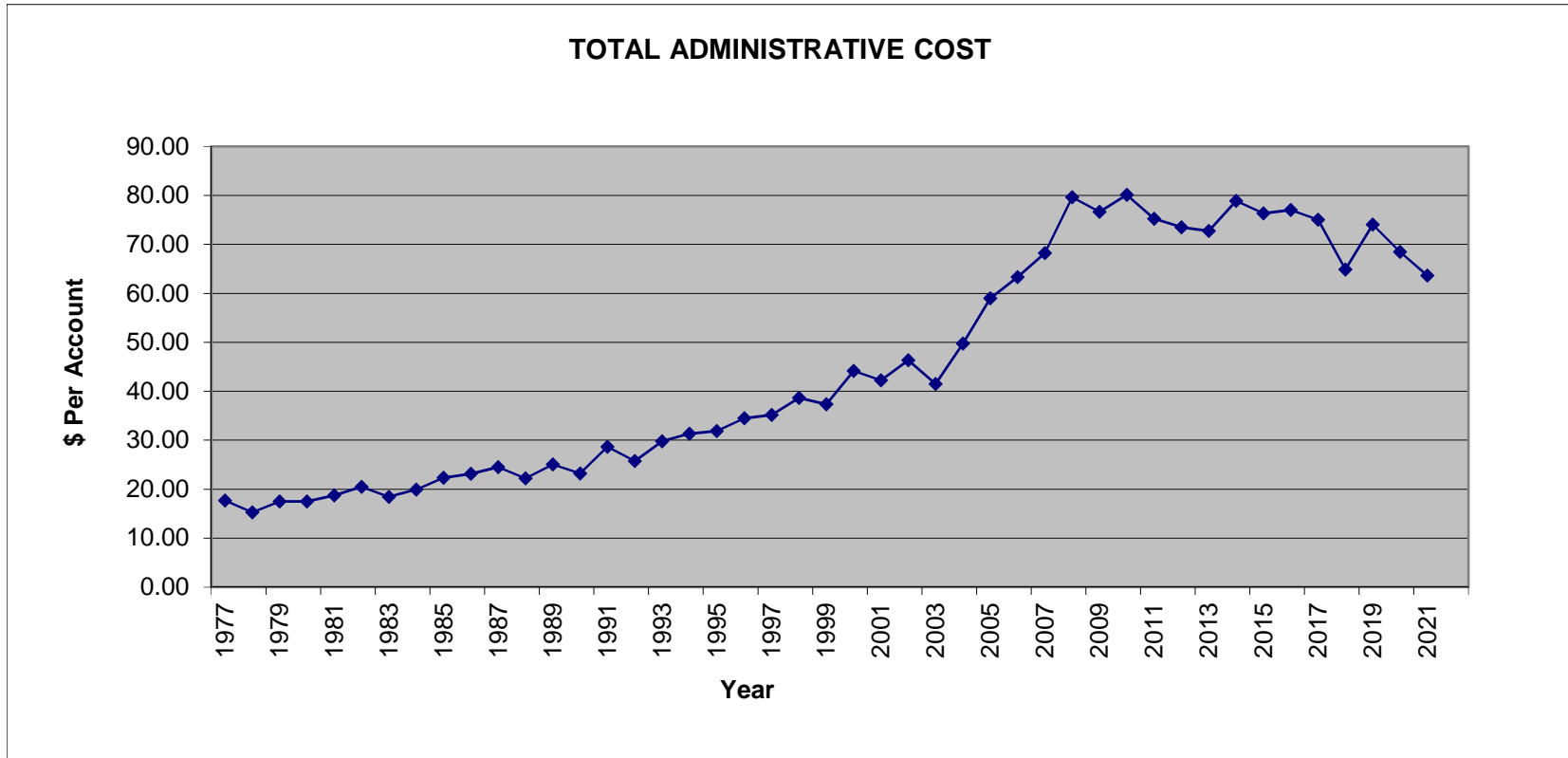
NEENAH WATER UTILITY



TOTAL COSTS BY ACCOUNT

This shows a breakdown of the total cost by account type. There are occasional spikes in each of the accounts; with the subsequent graphs detailing each cost by account. The peak in water treatment expenses in 2020 reflects the sludge lagoon cleanout.

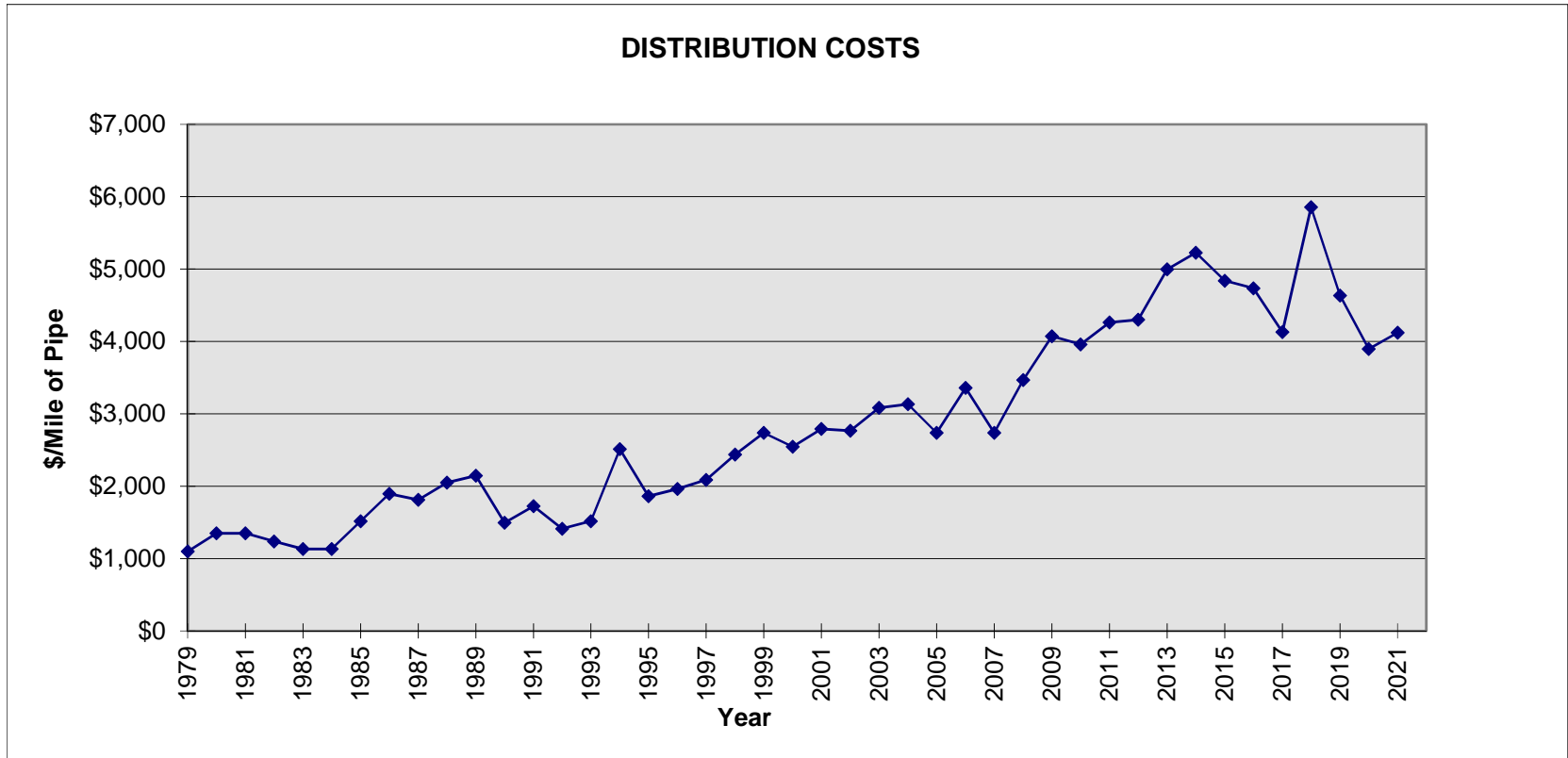
NEENAH WATER UTILITY



TOTAL ADMINISTRATIVE COST

This shows the cost for administrative plus customer accounts per metered account. The sharp increase since 2004 reflects the cost to transfer accounting and billing to the City Finance Department, which replaced a salaried employee that regularly worked 70 hours per week.

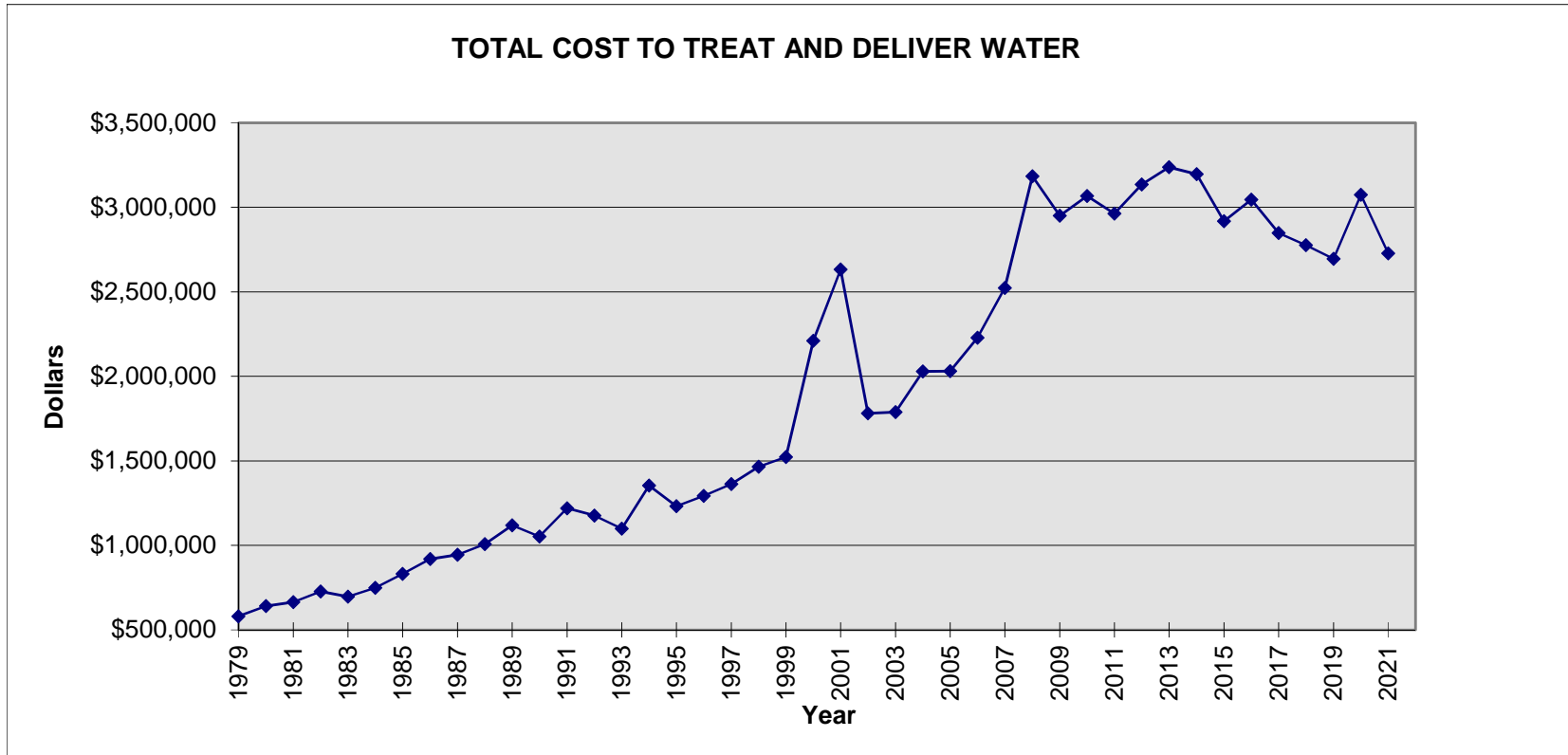
NEENAH WATER UTILITY



DISTRIBUTION COSTS

This shows the money spent on distribution related items per mile of pipe. The distribution system is aging and we are spending more time maintaining it. Sharp increases and decreases reflect an increase or decrease in water main breaks and service leaks for that year.

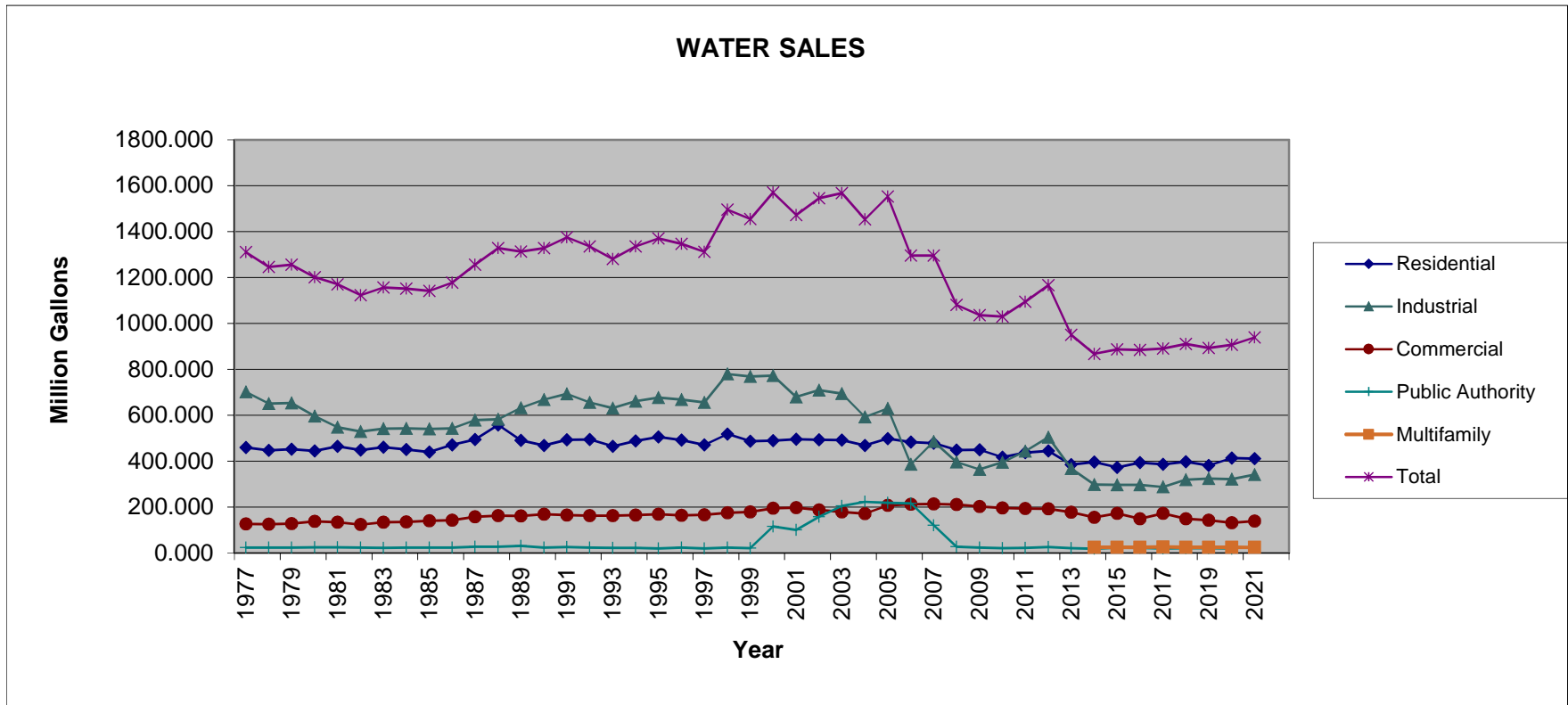
NEENAH WATER UTILITY



TOTAL COST TO TREAT AND DELIVER WATER

This shows the total cost to provide water to customers in Neenah each year. This includes water supply, treatment, distribution, pumping, customer accounts and administration. It does not include debt payment and PILOT. The cost has risen steadily over the years and is predictable within some limits. The total cost generally does not fluctuate with consumption because much of the cost is fixed. The sharp increase in 2000 and 2001 reflects the cleaning of the sludge lagoons. The sharp decrease in 2002 reflects a return to normal. Starting in 2004, the sludge lagoon cleaning is amortized over three years, which flattens the peaks. The peak in 2007 is due to additional requirements needed to bring the new plant on line. The continued increase in 2008 is due to steep chemical increase, and the annual set aside for the lagoons was missed in 2007 and was doubled in 2008 to compensate. 2009 through 2020 show a return to a more stable normal with the exception of a lagoon cleanout in 2020.

NEENAH WATER UTILITY



WATER SALES

This shows the breakdown of total yearly water sales by customer type. Commercial sales slightly decreased in 2018, where Residential and Industrial slightly increased, providing an overall consistent usage in the past 5 years. Industrial significantly decreased in 2005 when Minergy (Fox Valley Energy) started to buy water from Glatfelter. In 2010, Industrial sales increased when Glatfelter closed and Fox Valley Energy again purchased water from the Utility, but again decreased in 2013, when Fox Valley Energy ceased operations. “Other” includes municipal sales, bulk sales and in plant use (as of 2000). Rate increases, weather, environmental concerns and the general state of the economy affect these categories. The Multi-family customer type was introduced in 2014, as it previously was combined with the Commercial customer base. There are COVID-19 factors that impacted the decline in sales from public authority, commercial, and industrial customers.



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: July 13, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approve Pay Request No. 1, Contract 1-22W, Removal and Disposal of Lime Sludge

The lagoon dredging work for Contract 1-22W is 50% complete. There have been no issues or complaints with regards to the excavation or trucking.

Staff recommends approving Pay Request No. 1 for Contract 1-22W Removal and Disposal of Lime Sludge to Calnin & Goss, Inc., Appleton, WI in the amount of \$207,616.80.

Pay To: Calnin & Goss
505 W Edgewood Dr
Appleton WI 54913-9714

Contract No. 1-22W Removal and Disposal of Lime Sludge

Date: July 7, 2022

Pay Request No. 1

<u>Account Description</u>	<u>Account #</u>	<u>Payment</u>
Removal and Disposal of Lime Sludge		\$218,544.00
Retainage		<u>(\$10,927.20)</u>
	400-0402-770-6510	<u>\$207,616.80</u>

Approved by Water Utility July 7, 2022 

Approved by Board of Public Works N/A

Approved by Water Commission July 18, 2022

Number of Attachments 2

**City of Neenah
Water Utility
Contract Payment Form**



Calnin & Goss, Inc.

505 W Edgewood Drive
Appleton, WI 54913-9714

Invoice

Date	Invoice #
7/7/2022	51791

Bill To
City of Neenah 211 Walnut Street Neenah, WI 54956

PO	Terms	Project
1-22W	Net 30	Sludge Removal

Service Date	Description	Quantity	Unit	Rate	Amount
	REMOVAL & DISPOSAL OF LIME SLUDGE CONTRACT 1-22 W				
7/7/2022	Contract Work - 50% Completed			218,544.00	218,544.00
7/7/2022	5% Retainage			-10,927.20	-10,927.20

To set up ACH payments, please contact the office.
E-mail: office@calninandgoss.com
Phone: (920) 733-4229

Sales Tax (5.5%) \$0.00

Total \$207,616.80



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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: July 13, 2022

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Award Purchase of 1-Ton Extended Cab Pickup Truck with J-Model Service Body

Attached is the bid for the replacement of the 2015 GMC 3500 Leak Truck. The Commission approved this replacement in the final revision of the 2022 CIP. The current vehicle has developed a knock and the cost to replace the engine is estimated to be \$10k to \$12k. The bids were offered as a base bid with an alternate bid to include trade-in for the existing truck. Staff received only one bid from Ewald's Hartford Ford for \$73,915.00 for a 2023 Ford F-350 with a J-Model service body with the alternate bid of \$52,415.00 to include trade-in of the existing GMC Sierra 3500. The budgeted amount for this vehicle purchase was \$60,000.00.

The planned delivery date of this truck is June of 2023. There are no other manufacturers taking orders as of the date of the bid opening.

Staff recommends awarding the alternate bid for a total of \$52,415.00 to Ewald's Hartford Ford for a 2023 Ford F-350 Extended Cab Pickup Truck with a J-Model Service Body including the trade-in of the existing 2015 GMC 3500.

NEENAH WATER UTILITY

BID TABULATION: 2022 - 2023 1-Ton, 4x4, Extended Cab SRW Chassis, with J Model Service Body

DATE: July 12, 2022 1:00 p.m.

NAME	ADDRESS	VEHICLE TYPE	BASE BID	ALTERNATE BID	TRADE IN VALUE GMC SIERRA 3500
Ewald's Hartford Ford	2570 E Sumner St Hartford WI 53027	2023 Ford F350 X3B	\$73,915.00	\$52,415.00	\$21,500.00

- Bid Award at July 2022 Water Commission Meeting.



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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: July 13, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Discussion and Possible Action for Training / Mentoring Program

The enclosed document is designed to establish the foundations of a mentoring / training program. Our goal is to have a program that will meet our training needs while fostering employee engagement and driving success.

The second section of the Program establishes training goals for Relief Operators. This is a four-week program. However, the chronological order of training is not as important for this position. For example, training weeks three and four can be completed before or after training weeks one and two.

The Program includes an annual review process that will be presented to the Commission. We would like to implement this program immediately with our newest employee and report back to the Commission after completion. If the program is deemed a success, staff will develop training goals for additional positions and present these goals to the Commission for approval and inclusion in future Program revisions.

Staff recommends approving and implementing the Neenah Water Utility Training / Mentoring Program.

Neenah Water Utility Training / Mentoring Program

Program Overview

The Neenah Water Utility Mentoring Program is designed to provide critical training and insight into the required preparations needed to ensure a good fit between the new employee and our organization. Specific goals will be set and evaluated by both the mentor and the mentee. Progress reports will be shared with the appropriate department manager in order to assess the employee's initial performance. Over the course of the first six months of employment, more than one mentor may be assigned to the mentee. This helps to ensure that the expertise of mentors from different areas of the organization is shared with mentees. The mentor should serve as a source of supportive guidance and constructive criticism during the critical first two weeks to six months of training. The intention of the program is to follow the training roadmap listed below for each position, with flexibility built in to allow for mentor availability.

Goals of the Program

- Share institutional knowledge and foster a culture of learning
- Provide critical basic training of the new employee's job functions and the understanding of the importance of critical decision making
- Create desired outcomes through evaluation and feedback mechanisms
- Increase and ensure support from employees and management, thereby increasing employee participation and program success.
- Provide evaluations of the scope and quality of the program
- Strive to increase the reality that mentoring programs and services are experiences that create positive career developments.

Responsibilities

Mentor:

- Ensure that the mentee knows the requirements for performing their tasks and duties, appropriate work flow, important policies and procedures, and what is valued and rewarded in the Neenah Water Utility culture.
- Build on the mentee's strengths and recognize their weaknesses
- Offer constructive feedback
- Evaluate progress
- Be their mentee's cheerleader when they progress toward or reach their training goals
- Be consistent and reliable
- Explain how the organization is structured and how we all fit into the culture
- Be respected as an experienced and successful professional in the organization
- Support the organization's mission, vision, and goals
- Stay accessible, committed, and engaged during the length of the program
- Listen well
- Offer encouragement through genuine positive reinforcement
- Be a positive role model
- Share "lessons learned" from their own experiences

- Be a resource and a sounding board

Mentee:

- Listen, take thorough notes (if needed), and contribute wholeheartedly to the process
- Understand that your mentor will not have all the answers, and be prepared to seek out other resources as needed
- Accept constructive feedback
- Evaluate progress
- Celebrate success and assess any shortcomings
- Be consistent and reliable.
- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss individual development planning with their mentor
- Be open and honest about his/her goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction from his/her mentor
- Be open to constructive criticism/feedback and ask for it
- Respect the mentor's time and resources
- Stay encouraged, committed, and engaged during the length of the program
- Comfortably give feedback to the mentor on what is working or not working in the mentoring relationship

Assignment of Mentors

The appropriate department manager will assign a mentor to each new staff member as soon as they have accepted the formal offer of employment with Neenah Water Utility. If it is determined that there is a mismatch between the mentor and mentee, the department manager will reassess the fit and assign a new mentor to the mentee.

Yearly Review

The department managers should meet on an annual basis to review their recommendations, and determine whether or not the program is functioning well and fulfilling its mission. The annual report will be presented to the Waterworks Commission.

Reward for Mentors

Mentors who invest their time and effort to foster mentee development are eligible for the following rewards:

- An additional hour of pay per eight hours of mentoring (prorated) paid as a stipend subject to satisfactory mentee development and accomplishment of required goals
- Increased consideration for the yearly Exemplary Performance Award

Operator Training Goals

After the first week of intensive training, the mentee should be able to:

- Perform all required daily laboratory testing with minimal assistance utilizing any resources or notes taken during the training experience
- Demonstrate when and where to record incubator temperatures
- Demonstrate how to take and record hourly, 4-hour, and daily measurements
- Demonstrate how to calculate CT compliance
- Demonstrate how to properly clean glassware and perform a chemical glassware check
- Demonstrate how to make simple adjustments to Raw Water and High Service pumping stations
- Demonstrate basic-level SCADA navigation
- Explain the basics of how water treatment is accomplished at Neenah Water Utility
- Understand basics of security system operation and camera and gate control

After the second week of intensive training, the mentee should be able to:

- Perform proper bacteriological testing with minimal assistance utilizing any resources or notes taken during the training experience
- Perform calibration of the lab pH meter and Fluoride meter
- Demonstrate how to properly fill out plant equipment inspection checklists
- Demonstrate basic-level SCADA operation in addition to accessing and understanding chemical level, pumping, tower, wetwell, and water usage trends
- Demonstrate how to calculate chemical usages and evaluate whether the usages and dosages fall within acceptable parameters
- Demonstrate how to use forecasting to determine rate adjustments
- Demonstrate how to fill all chemical day tanks
- Demonstrate how to make basic adjustments to chemical dosages
- Demonstrate how to properly acknowledge and address plant alarms
- Demonstrate how to properly receive and address a complaint
- Demonstrate when and how filter/GAC washes are performed and understanding of order of operation

Relief Operator Training Goals (In Addition to Operator Training Goals)

After the second week of intensive training success, the mentee should be paired with a mentor that performs maintenance functions.

The third week should focus on performing the following tasks:

- Perform calibrations of process pH and Turbidity meters and document results accordingly
- Read, discuss, and understand LOTO, Confined Space Entry, Fall Protection, and Chemical Safety policies
- Understand GHS primary and secondary labeling
- Demonstrate how to access the MSDS Online system to retrieve appropriate SDSs
- Demonstrate how to read and interpret SDSs in order to make handling and PPE decisions
- Demonstrate how to perform fire extinguisher and eye wash station checks
- Locate and visit the Industrial Tower and Cecil Tower – following appropriate entry procedures

- Take measurements and document the performance of cathodic protection systems
- Understand basics of lagoon operation and sampling methods of effluent discharge
- Log into GIS and acquire basic information

The fourth week of intensive training should focus on performing the following tasks:

- Safely receive a chemical delivery for at least one critical chemical
- Perform an Intermediate Station pump transfer
- Perform a UV reactor switch
- Perform a chemical pump switch
- Operate the backup generator and transfer the plant under load
- Train on the safe operation of the lawn mower and trimmer
- Demonstrate the proper operation a personal gas monitor – including bump testing for functionality
- Perform lab media/equipment QC checks and inventory
- Train on learning site specific sampling locations for compliance testing
- Understand the basics of a residential water service and the Lead and Copper rule requirements. Perform a Palin lead test



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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: July 13, 2022

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Approve Contracting with an Engineering Firm for the Construction of a Booster Station

The Utility issued a Request for Proposal to ten local engineering firms. Three proposals were received. Staff have reviewed and rated the proposals. The ratings indicate that all firms would be adequately staffed and capable of designing and overseeing the construction of the booster station. However, McMahon Group provided the most cost-effective proposal with the greatest amount of flexibility.

Staff recommends approving a contract with McMahon Group to provide design and construction services for the Booster Station.

Storm Water Citizen's Advisory Board
Monthly Report
July 2022

1. Harrison Street Pond: The retaining wall subcontractor has restarted work. They are placing gravel and forming the footing for the wall. A second crew will be in to start work on the waterfall feature on the east side of the pond.
2. Capital Improvement Program: The storm sewer utility's 5-year capital improvement program was submitted to Mayor Lang. In addition to the typical work on main replacements done in conjunction with street projects, the budget identifies a couple of potential sites for future retention pond work – the existing north pond at the Bridgewood Resort and a site on W. Peckham Street.

Director's Report
July 18, 2022

1. Water Loss Report.
2. The Utility would like to welcome Josh Preissner as our new Relief Operator.
3. Solar installation update.
4. Private lead service line replacement funding update.
5. The next regular Waterworks Commission meeting is scheduled for August 15, 2022.

**NEENAH WATER UTILITY
PRODUCTION/UNBILLED WATER REPORT**

**THREE MONTH TOTALS
(1000 GALLONS)**

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (Mar, Apr, May)	302,050	292,290	210,419	21,328	60,543	20.71%
MOST RECENT THREE MONTHS (Feb, Mar, Apr)	283,590	274,600	208,350	16,313	49,937	18.19%
1 YEAR AGO (Mar, Apr, May)	305,370	298,380	224,356	50,976	23,048	7.72%

NOTES:

Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.

Finished water is the total amount of water entering the distribution system during the indicated period

Billed water is the total usage during the indicated period.

Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.

Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

**DAILY AVERAGE
(MGD)**

USAGE PERIOD	RAW WATER	FINISHED WATER
May, 2022	3.46	3.34
Apr, 2022	3.20	3.10
Apr, 2021	3.27	3.18