

MINUTES OF THE NEENAH WATER WORKS COMMISSION  
Regular Meeting  
June 19, 2017  
Hauser Room, City Hall

**Present:** President Kaufert, Commissioners, Hamblin, Schmeichel, Boyette, and Director Taylor

**Excused:** Commissioner Smaby

**Also Present:** City of Neenah Human Resource Director Heather Barber

Mayor Kaufert called the meeting to order at 4:36p.m.

Minutes May 2017 – Following discussion, **M.S.C. Hamblin/Schmeichel to approve the May 15, 2017 Regular Meeting Minutes.** All voting aye.

Invoices April 2017 – The Commission questioned invoices from Northern Lake Service, Synergy Service Group, and Dale L Prentice Co. Director Taylor explained, the invoice from Northern Lake Service is for regular monthly and quarterly water sample testing. The invoice from Synergy Service Group is for replacement sensors that determine the water elevation in the CT basins. The invoices from Dale L. Prentice Co., are for the parts and labor associated with the replacement of the fill valve on the carbon dioxide (CO<sub>2</sub>) tank at the Filtration Plant.

Following discussion, **M.S.C. Schmeichel/Boyette to approve the invoices for April 2017.** All voting aye.

Invoices May 2017 – The Commission questioned the exemplary award for Filtration Plant Operator Jason Dahn. Director Taylor explained that Mr. Dahn is the 2017 Water Utility recipient of the award for his contribution to the Utilities effort to decrease electrical costs at the Water Filtration Plant. Mayor Kaufert further explained the exemplary performance process.

Following discussion, **M.S.C. Schmeichel/Hamblin to approve the invoices for May 2017.** All voting aye.

Appearances – None

Mayor Kaufert asked for a motion to amend the agenda to move item “C” forward on the agenda. **M.S.C. Boyette/Hamblin to move item “C” forward on the agenda.**

**M.S.C. Schmeichel/Boyette to convene into closed session pursuant to Wis. Stat. § 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance, evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** All voting Aye

Reconvene in Open Session – The Commission reconvened at 5:28 p.m.

Bench Mark Report – Director Taylor reviewed the Bench Mark Report by category. Director Taylor informed the Commission that the report is a graphical image of the 2016 Annual Public Service Commission Report. Highlights include; the trend of decreasing water sales in all customer groups, the decrease in “Non-Revenue Water”, and an increase in the 2016 “Rate of Return”. Director Taylor explained that the “Total Cost to Treat and Deliver Water” has decreased

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and that "Total Cost by Accounts" has decreased. Director Taylor pointed out that the number of employee's has remained the same and that current staffing is in-line with the Utility workload. The year 2016 saw a warmer winter than that of 2015, and the totals for water main and service leaks reflect that fact. The Utility continues to remove lead services associated with water main replacement projects. Overall, the Water Utility is in good financial shape.

Director's Report – Following are highlights from the report:

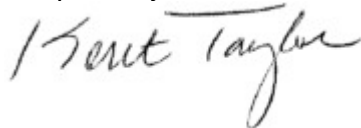
1. Non-Billable Water Report for May (February, March, April)  
-13.25% down from April (January, February, March) -16.73%.

The amount is influenced by the 18 million gallon leak estimate from February.

2. Pay Estimate #3 for Contract 1-17 Miscellaneous Sewer, Water Main, and Street Construction on Cecil Street (\$14,720.48) and Higgins Avenue (\$0.00) to DeGroot, Inc. of Green Bay for the Water Utility portion of the contract has been submitted and approved by the Board of Public Works.
3. Pay Estimate #2 for Contract 2-17 Miscellaneous Sewer, Water Main, and Street Construction on Cleveland Street (\$13,266.39), Edward Street (\$1,642.82), and Helen Street (\$52,244.54) to Don E. Parker Excavating, Inc. for the Water Utility portion of the contract has been submitted and approved by the Board of Public Works.
4. 2017 Lead and Copper testing: 29 of the required 30 samples have been collected.
5. Commercial Cross Connection inspection update: This program is 87% complete for 2017.
6. Chemical Storage, Delivery and Feed System Project Update: The engineering report is ready to be submitted to the WDNR.
7. GPS survey equipment update: The GPS antenna has failed and will be replaced.
8. 2016 Financial Audit update: The Utility is still waiting for the "Letter to The Commission" for the Auditors.
9. 2017 AWWA/ACE Annual Meeting & Conference update.
10. The next Water Commission Meeting is scheduled for July 17, 2017.

Adjournment – **M.S.C. Schmeichel/Boyette to adjourn at 6:05 p.m.** All voting Aye.

Respectfully submitted,



Kent Taylor, Director  
Neenah Water Utility