

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Special Meeting – February 25, 2019

Council Chambers – City Hall

Present: President Kaufert; Commissioners: Smaby, Schmeichel, Boyette, Lang; and Director Mach

Excused: None

Also Present: None

President Kaufert called the meeting to order at 4:35 p.m.

Approve Special Meeting Minutes for January 28, 2019 – Following discussion, **M.S.C. Boyette/Schmeichel to approve the January 28, 2019 Special Meeting Minutes.** All voting aye.

Approve the Invoices for January 2019 – The Commission questioned invoices from Badger Meter, Inc., Ferguson Waterworks, and the American Water Works Association (AWWA). Director Mach explained that the invoice from Badger Meter was for meter gaskets. The invoices from Ferguson were for an RPZ and the related connections for hydrant metering. The invoice from AWWA was for the annual membership for Distribution Manager Nevers.

Commissioner Lang entered the meeting at 4:40 p.m.

Following discussion, **M.S.C. Schmeichel/Boyette to approve the January 2019 invoices.** All voting aye.

Appearances – None.

Request to Remove Pendleton Rd. (Cecil to JJ) Water Main Extension from the 2019 CIP – Director Mach indicated that Winnebago County intends to install a roundabout at the intersection of CTH JJ and CTH BB in 2021. This would conflict with the water main installation in the corridor. As such, Director Mach requested that the Commission remove the indicated water main extension from the 2019 CIP and postpone the project to coincide with the roundabout installation.

Following discussion, **M.S.C. Schmeichel/Lang to remove 2019 CIP Distribution System-New Mainline Extension item Pendleton Road (Cecil to JJ) and postpone until 2021.** All voting aye.

Request to Fill Distribution Tech I Position – Director Mach informed the Commission that an existing Distribution Tech I employee has accepted a position with Public Works. He is to begin on March 11, 2019. Director Mach requested that the position be advertised and filled upon vacancy.

Following discussion, **M.S.C. Smaby/Boyette to advertise the Distribution Tech I position and fill the position upon vacancy.** All voting aye.

Director's Report –

1. Non-Billable Water Report 9.72% (October, November, December) down from (September, October, November) 10.57%. Commissioner Lang's method of calculating the non-billable water will be included in the next Director's Report.

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2. Change Order No. 2 for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to Dave Tenor Corporation, Green Bay in the amount of \$4,587.25 for the water portion of the contract. This change order was approved by the Board of Public Works at the January 29, 2019 meeting.
3. Final Payment for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to Dave Tenor Corporation, Green Bay in the amount of \$16,693.55 for the water portion of the contract. The final payment was approved by the Board of Public Works at the January 29, 2019 meeting.
4. Change Order No. 2 for Contract 3512-18-01 for Chemical Storage and Feed Modifications in the amount of \$2,685.00. This change order was approved by the Board of Public Works at the January 29, 2019 meeting.
5. Pay Estimate No. 5 for Contract 2-18 Sewer and Water Main Construction and Street Construction on Cecil Street and Adams Street to David Tenor Corporation, Green Bay in the amount of \$48,075.34 for the water portion of the contract. The payment was approved by the Board of Public Works at the February 12, 2019 meeting.
6. Main leak report for 2018: The quantity of main leaks remained steady in 2017 and 2018. However, the quantity of water lost in 2018 was higher.
7. The next Water Commission Meeting is scheduled for March 18, 2019.

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

Adjournment – **M.S.C. Schmeichel/Smaby to adjourn at 5:00 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility