

MINUTES OF THE NEENAH WATER WORKS COMMISSION  
Regular Meeting  
April 17, 2017  
Hauser Room, City Hall

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

**Excused:** Commissioner Boyette

**Also Present:** None

Mayor Kaufert called the meeting to order at 4:33p.m.

Minutes February 2017 – **M.S.C. Hamblin/Smaby/ to approve the February 20, 2017 Regular Meeting Minutes.** All voting aye.

Invoices February 2017 – The Commission questioned invoices from: Scott Lamers Construction LLC., Steen Mack Paper, and IBI Supplyworks. Director Taylor explained the invoices. The Utility hired Scott Lamers Construction LLC to replace the Utility side of the service at 305 High Street. The work involved removing the lead service and replacing it with copper. The owner initiated the work and hired Scott Lamers Construction to replace the owner's side of the water service. The Commission encouraged Director Taylor to find a more economical method to get the work done. Steen Mack Paper supplies the City with copy paper, charges are for the Water Utility portion of the purchase. The Utility purchases vehicle wash from IBI Supplyworks.

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

Invoices March 2017 – The Commission questioned the invoice from Cities and Villages Mutual Insurance Company (CVMIC). Director Taylor explained that CVMIC is the Insurance provider for the City of Neenah and many other municipalities in the State. The Commission directed Taylor to report on the specifics of the CVMIC connection to the Water Utility.

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

Appearances – None

Approval of the 5 – Year Capital Improvement Plan (CIP) – Director Taylor explained the need to eliminate the approved Industrial Drive Water Main Project from the 2017 CIP. There are questions regarding the predicted lifespan of the existing pavement that influenced the decision to eliminate the project.

Following discussion, **M.S.C. Smaby/Schmeichel to remove Industrial Drive water main installation from the 2017 CIP.** All voting aye.

Mayor Kaufert directed Director Taylor to provide the CIP Summary to the Commission. Director Taylor agreed to send the information to the Commission and then explained

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the 5-year Distribution System Replacement Schedule. Mayor Kaufert identified those CIP projects deferred to later years.

Director Taylor explained the Plant, Metering, & Equipment portion of the 5 – Year CIP. Highlights include the replacement of the granular activated carbon filters, the razing of the old portion of the filtration plant, and replacement of the 30-ton CO2 tank. Commissioner Smaby suggested that the Utility layout the improvement plan with the financing requirements for the update and management of those assets and provide that information back to the Commission.

Commissioner Schmeichel pointed out that it is the Water Commission's responsibility for the management of the Water Utility and that needs to be reflected in the CIP adopted column of the document. Director Taylor indicated that he would follow up with Finance Director Easker and Mayor Kaufert regarding the matter.

Following discussion, **M.S.C. Smaby/Hamblin to accept the (2017 – 2021) Capital Improvement Plan (CIP)**. All voting aye.

Discussion of Updated Water Utility Interim Rules – Director Taylor presented the updated Water Utility Personnel Rules. Director Taylor consulted with Human Resource Director Barber to clarify the language. The Commission directed Director Taylor to work with Attorney Godlewski to make any additional changes and to bring the updated “draft” to the next regularly scheduled Commission meeting for approval. **No action taken.**

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

1. Non- Billable Water Report for March (November, December, January) 13.38% down from February (October, November, December) -6.14%.

The amount is influenced by the 25 million gallon leak estimate from November and the 20 million gallon leak estimate in January.

Non-Billable Water Report for April (December, January, February) -16.03% down from March (November, December, January) -13.38%.

The amount is influenced by the 20 million gallon leak estimate from January, and 18 million gallon leak estimate from February.

2. Pay Estimate #1 for Contract 1-17 Miscellaneous Sewer, Water Main, and Street Construction on Cecil Street (\$215,954.79) and Higgins Avenue (\$17,166.46) 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. Change Order #1 for Contract 1-17 Miscellaneous Sewer, Water Main, and Street Construction on Cecil Street (+ \$37,666.83) and Higgins Avenue to DeGroot, Inc. of Green Bay for the Water Utility portion of the contract was submitted and approved by the Board of Public Works.

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4. Industrial Drive Water Main Update: Discussed with the 5-year CIP, Director Taylor explained the need to eliminate the approved Industrial Drive Water Main Project from the 2017 CIP. There are questions regarding the predicted lifespan of the existing pavement that influenced the decision to eliminate the project.
5. Focus on Energy Excellence in Energy Efficiency Award for 2017: Wisconsin Focus on Energy will present the award to Water Quality Manager Tony Mach and Public Works Director Kaiser at the May 3<sup>rd</sup> Common Council Meeting.
6. Distribution Maintenance Technician I (DMT-I) Update: The position remains open; interviews are scheduled for Tuesday, April 18, 2017.
7. Towerview Drive Water Tank Reconditioning Request for Proposal: The RFP was sent to eight engineering consulting firms on April 6. The RFP submittal date is May 4.
8. Graymont Lime Supply Update: The Utility is under contract with Graymont for the 2017 supply of hydrated lime. The Graymont kiln located in Green Bay has been shut down temporarily. Graymont intends to continue using the Green Bay terminal facility and expects hydrated lime shipments to continue without issue.
9. Chemical Storage, Delivery and Feed System Project Update: Robert E. Lee and Associates continues to work on the project.
10. Geographical Information System (GIS) Update: The Water Utility is ready to purchase the necessary software and hardware to make the GIS database available to field personnel.
11. Billing Software Update: The Finance Department, Information Services Department, and The Water Utility continue to discuss the planning of an upgraded billing software system.
12. Water Filtration Plant Security System Update: Another phase of security improvements is now operational at the Water Filtration Plant.
13. Commercial Cross Connection Program Update. All high hazard properties have received their first notice regarding compliance requirements for 2017. Thirty percent of the properties are compliant.
14. Public Service Commission (PSC) Annual Report Update: The Annual PSC Report filing date for Neenah Water Utility was extended to April 30, 2017.
15. 2017 Hydrant Flushing Update: Crews will be flushing hydrants for five weeks.
16. The next Water Commission Meeting is scheduled for May 15, 2017.

**Discussion of the Medical History of a Water Utility Employee – M.S.C. Hamblin/Smaby to convene into Closed Session pursuant to Wis. Stat § 19.85(1)(f) for the purpose**

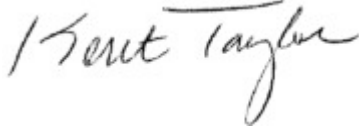
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**of discussing the medical history of a Water Utility employee which if discussed in public could have a substantial adverse impact on the employee's reputation.**

Reconvene in open Session – The Commission reconvened at 6:00 p.m.

Adjournment – **M.S.C. Smaby/Schmeichel to adjourn at 6:04 p.m.** All voting Aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kent Taylor". The signature is written in black ink and is positioned above the typed name.

Kent Taylor, Director  
Neenah Water Utility