

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – April 20, 2020

Teleconference

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting has been held at a virtual location accessed by conference call.

Present: President Kaufert; Commissioners: Boyette, Schmeichel, Bauman, and Lang; Director Mach, Public Works Engineer Kummerow

President Kaufert called the meeting to order at 4:39 p.m.

Approve Special Meeting Minutes for March 30, 2020 – Following discussion, **M.S.C. Boyette/Bauman to approve the March 30, 2020 Special Meeting Minutes.** All voting aye.

Approve the Invoices for March 2020 –The Commission questioned charges from KnowBe4, Inc. and Gutermann, Inc. Director Mach explained that the charge from KnowBe4 is for continued staff computer training in order to combat the influx of phishing and viruses that are sent via email. The training includes various “tests” of each employee’s ability to recognize and delete threats. The charge from Gutermann is for a leak detection (ground) microphone. This unit was purchased in 2019, but the invoice was paid in 2020.

Following discussion, **M.S.C. Boyette/Lang to approve the March 2020 invoices.** All voting aye.

Appearances – None

Old Business/New Business

Discussion of the 2020-2024 Capital Improvement Plan – Director Mach presented the Draft 2020-2024 CIP to the Commission for discussion. Highlights of the plan include an aggressive approach to lead service line replacement and tackling projects which are in dire need of attention, especially with respect to water main and service leaks. Commissioners asked about the process with which streets are picked for reconstruction. Director Mach indicated that he and his staff spend a great deal of time working with Director Kaiser and the Public Works staff determining which projects would provide the best overall utility for the City. Commissioner Bauman expressed his concern that other cities have a history of completing partial projects – thus forcing those cities to “re-open” the road in order to continue work in future years. Director Mach indicated that this method isn’t efficient for us – we plan our projects so that all *necessary* work is completed at the same time. Commissioner Boyette reiterated her support for Isabella Street in 2021. Commissioner Boyette also asked how the price per foot was calculated. Director Mach indicated that he takes into consideration the quantity of valves, hydrants, and services and bases the estimate upon historical pricing. Commissioner Lang questioned whether the Green Bay Road project would harm businesses in the area. President Kaufert noted that this project includes an early completion bonus. Additionally, staff and construction crews are cognizant of this and plan routes and access accordingly. Director Mach indicated that the next step in the process for developing the CIP is to meet with the Mayor, and Directors Kaiser and Easker in order to develop the financial plan and further course of action. Additions and/or subtractions to the CIP may be required to best fit the needs of the City.

Following discussion, **No action.**

Water Commission Regular Meeting Minutes
April 20, 2020
Page 2 of 3

Discussion of Draft Lead and Galvanized Water Service Line Replacement Ordinance – Director Mach presented a memo containing the Draft Ordinance and explained his position to the Commission. The purpose of this process was to open the discussion of the current status of the lead service line replacements in Neenah and to ensure a more complete replacement in the future. Too often in the past, private lead services were reconnected during a reconstruction. This has left the City with a large amount of private lead services to replace. As the private portion of the water service is owned by the property owner, the Water Utility currently has no jurisdiction or authority to mandate a replacement.

Director Mach requested no action at this time from the Commission. President Kaufert noted that he and staff discussed the possibility of a loan program for the purpose of assisting with the financing of private service replacements. Commissioner Bauman questioned the language regarding inspection of the service line content. Director Mach mentioned that the Water Utility has an accurate set of service line records. In order to ensure the most accurate assessment before a project commences, the Utility does have the authority to request entry during any reasonable time and obtain a special inspection warrant, if needed. Commissioners asked if the Water Utility bears any liability during projects and Director Mach followed up by noting that the responsible contractor bears liability for work completed during a project.

Following discussion, **M.S.C. Boyette/Schmeichel to accept and place on file the Draft Lead and Galvanized Water Service Line Replacement Ordinance with instruction to review and present before the Commission at a later meeting, but before the September Waterworks Commission meeting.** All voting aye.

Director's Report –

1. Non-Billable Water Report 3.93% (December, January, February) up from 3.82% (November, December, January).
2. The following Change Orders, Pay Estimates, and Final Payments were approved at the April 15, 2020 Board of Public Works meeting:
 - Change Order No. 1 for Contract 1-19, for Sewer and Water Main Construction and Street Construction to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$10,530.00.
 - Change Order No. 2 for Contract 2-19, for Miscellaneous Sewer and Water Main Construction and Street Construction to Robert J. Immel Excavating, Inc. Greenville, in the amount of \$11,050.00.
 - Pay Estimate No. 1 for Contract 2-20, Miscellaneous Sewer and Water Main Construction to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$26,176.30 for Monroe Street and \$162,323.65 for Van Street.
3. The RFP for a basic capacity and growth study for the western and northwestern sections of Neenah was sent to several local engineering firms.

Water Commission Regular Meeting Minutes
April 20, 2020
Page 3 of 3

4. Construction update: Work on Van and Monroe Streets is nearing completion. Work on Center Street and Lakeshore Avenue is progressing. Contract 4-20 for construction on Green Bay Road has not been awarded at this time.
5. GIS update: Staff have been working with Graef in order to implement new features.
6. Mr. Ryan Reader started in the WD Tech II position on April 13, 2020.
7. The next Water Commission Meeting is scheduled for May 18, 2020. At this meeting, the 4th Quarter 2019 and 1st Quarter 2020 financial statements will be presented. Additionally, Baker Tilly will be presenting the 2019 Water Utility Audit.

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

Storm Water Citizen Advisory Board Report – Public Works Engineer Kummerow presented the MS4 report for 2019. The Commission asked Engr. Kummerow what concentration of brine solution is currently used to de-ice the roads. Engr. Kummerow responded that he would consult with PW Superintendent Radtke and report back to the Commission next month.

Adjournment – **M.S.C. Schmeichel/Boyette to adjourn at 5:45 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility