

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Special Meeting – April 22, 2019

Council Chambers – City Hall

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

Excused: Commissioner Smaby

Also Present: None

President Kaufert called the meeting to order at 4:37 p.m.

Approve Special Meeting Minutes for March 18, 2019 – The Commission questioned whether the extraneous statement regarding Cryptosporidium and Radon was removed from the 2018 Water Quality Report. Director Mach indicated that the WI DNR confirmed that this statement was not needed and was removed from the 2018 Water Quality Report.

Following discussion, **M.S.C. Lang/Schmeichel to approve the March 18, 2019 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for March 2019 – The Commission questioned invoices from the State of Wisconsin DSPS, Municipal Property Insurance Company; and credit card charges for Ferguson Waterworks and Lumber Liquidators. Director Mach explained that the invoice from the State of Wisconsin DSPS was for the Permit to Operate for boilers and unfired pressure vessels within the Filter Plant. These permits are valid for three years. Municipal Property Insurance Company is the City property insurance carrier. The Commission suggested looking into other insurance carriers to see if the Utility is getting a good value. The credit card charge from Ferguson Waterworks is for a number of repair clamps. These clamps meet or exceed Utility specifications. The Commission suggested getting pricing from other sources. Director Mach indicated that staff “shop around” frequently to get the best pricing on our equipment and supplies. The credit card charge from Lumber Liquidators was an accidental purchase made by a Staff member with his City credit card. The Staff member promptly acknowledged the mistake and reimbursed the Utility.

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

Appearances – None.

Request to Pipe Burst Water Main Between Courtney Court and Plummer Court – Director Mach presented a memo detailing the current situation with the 6” Ductile Iron pipe located under the sidewalk between Plummer Court and Courtney Court. During the construction of Courtney Court, Staff explored replacing this water main and requested that pipe bursting was added to the bid as a line item. Dredging in this area is difficult due to the proximity of buildings, fences, and trees. One break occurred within this section, but as the main ages more breaks are anticipated. As such, Staff suggested pipe bursting this section. Director Mach explained the pipe bursting process.

Following discussion, **M.S.C. Lang/Schmeichel to authorize pipe bursting of the water main between Plummer Court and Courtney Court for the bid of \$60/lf (estimated \$20,580.00) and connecting to the new/existing main for the bid of \$6,690.00**. All voting aye.

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Award Bid for Hydro Excavation Trailer – Director Mach presented the bid results for the purchase of a new Hydrovac Excavation Trailer unit. Four bids were received. The apparent low bidder was Ditch Witch Midwest of Kaukauna with a base bid of \$46,900.00 and an alternate bid to include a “hot box” water heater unit for \$2,600.00, for a total bid of \$49,500.00. The Commission requested more information about these units and their purpose. Director Mach explained that these units are becoming a necessity as more utilities (natural gas, electric, phone, cable, fiber optics) are located underground. Commissioners asked about training and if Staff had any experience with these units. Director Mach indicated Staff had experience with units from Vermeer and Ditch Witch. The specifications require one day of training with the vendor. Commissioner Boyette questioned whether Staff were aware of any maintenance issues with these units and Director Mach responded that he did not know of any maintenance issues with any of the units.

Following discussion, **M.S.C. Lang/Schmeichel to award the purchase of the Hydrovac Excavation Trailer to Ditch Witch Midwest of Kaukauna, WI for the base bid of \$46,900.00 and to include the alternate bid of \$2,600.00 for the “hot box” for a total bid of \$49,500.00.** All voting aye.

Request to Reimburse Water Main Oversizing Costs for Integrity Acres Phase I – The Water Utility has requested that Integrity Acres, LLC, the developer of Integrity Acres, oversize the water main along Integrity Way from 10 inch to 16 inch, in order to accommodate future City growth. The developer is requesting reimbursement for the costs to oversize the water main and related appurtenances per Utility policy. The estimated oversizing cost is \$38,179.00. Director Mach feels strongly that the availability of water will be key to future developments. The Commission agreed. A portion of the oversizing costs will be reimbursable back to the Utility as future expansion occurs.

Following discussion, **M.S.C. Schmeichel/Lang to reimburse Integrity Construction, LLC for the costs to oversize the water main within Integrity Acres Phase I from 10 inch to 16 inch for an estimated cost of \$38,179.00.** All voting aye.

Director’s Report –

1. Non-Billable Water Report 1.94% (December, January, February) down from 7.42% (November, December, January).
2. Pay Request No. 2 for Chemical Storage and Feed Modifications project to August Winters & Sons, Inc. in the amount of \$52,820.00. This pay request was approved by the Board of Public Works at the March 27, 2019 meeting.
3. Contract 1-19 and 2-19 update – Water main and City lateral construction on Stevens Street and Fifth Street is complete. Private water laterals are scheduled to begin the week of April 29. Water main construction on Thomas Court is complete. City lateral construction is beginning on April 22. Water main is installed on Caroline Street from Union Street to Harrison Street.
4. Courtney Court contract update – No construction has been completed.
5. Employee update: Corey Klaske started as a new Distribution Tech I on April 1, 2019.
6. The annual PSC report is finished and has been filed before the April 1, 2019 deadline.

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7. The Request for Proposal for the GIS-Based Asset Management / Work Order System have been distributed. Proposals are due May 30, 2019.
8. The next Water Commission Meeting is scheduled for May 20, 2019.

Storm Water Report – None

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

Adjournment – **M.S.C. Schmeichel/Lang to adjourn at 5:33 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility