

## MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – September 17, 2019

The Hauser Room – City Hall

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

**Excused:** Commissioner Smaby

**Also Present:** Assistant City Comptroller Kahl

President Kaufert called the meeting to order at 4:32 p.m.

Approve Regular Meeting Minutes for August 19, 2019 – Following discussion, **M.S.C. Boyette/Lang to approve the August 19, 2019 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for August 2019 – Per the Commission request at the August 19, 2019 meeting, Director Mach reported back regarding the Sewer Bulkhead Fitting invoice from the July invoices. This was for the repair of the sanitary service on the northwest corner of the plant. The Commission questioned invoices from the following vendors: Sabel Mechanical, LLC., Graymont Capital, Inc., Hawkins, Inc. and Ferguson Waterworks. Director Mach explained that the invoice from Sabel Mechanical, LLC was for the extensive repair of the gas line in the older portion of the water plant. The invoice from Graymont Capital, Inc. was for Hydrated Lime. The Commission questioned the frequency of purchases of hydrated lime. Director Mach explained that this vendor sends smaller loads more frequently than the previous vendor (Mississippi Lime). Furthermore, Director Mach was asked to calculate the yearly cost per million gallons for the two lime products. The charge from Hawkins was for the corrosion inhibitor LPC-4 and the charge from Ferguson Waterworks was for hydrant painting.

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

Appearances – None

Old Business/New Business

Request to Update Water Utility Work Rules – Director Mach presented the Draft Water Utility Work Rules. The change in the Rules reflected how employees from other departments are paid for performing Water Utility work. As Grade G4 no longer exists and there is an open pay plan, the wording was changed to reflect the current Grade of the Water Utility Distribution Maintenance Tech Position. Employees from other departments will be paid either the minimum of the current Water Utility Distribution Maintenance Tech Grade or at their current rate of pay, whichever is greater.

Following discussion, **M.S.C. Schmeichel/Lang to accept the Draft Water Utility Work Rules**. All voting aye.

Operating Budget for 2020 – Assistant City Comptroller Kahl and Director Mach presented the Draft Operating Budget for 2020. The Commission was concerned about the 2019 estimates versus the 2020 requests. Director Mach indicated that he is carefully adjusting budget items to obtain more accurate budget numbers year over year

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The Commission questioned the large increase in the Structures and Improvements account. Director Mach and Assistant City Comptroller Kahl explained how this account is used to account for lagoon dredging, building repairs, grounds repairs, fencing repairs, etc. The large increase is due to the assumption that the lagoon would be dredged in 2020 instead of 2019. Director Mach indicated that he would provide a breakdown of this account.

Following discussion, **M.S.C. Lang/Schmeichel to recommend approval of the Operating Budget for 2020**. All voting aye.

Capital Improvement Program 2021-2024 – Assistant City Comptroller Kahl and Director Mach presented the Draft Capital Improvement Program for 2021-2024. Highlights for the program include an aggressive program of water main replacement in conjunction with proposed Public Works projects, replacement of the backhoe and dump truck, and lining of the raw water intake. Commissioner Boyette asked whether the 10-year replacement cycle of the dump truck was accurate. Director Mach explained that all Utility vehicles are scheduled for a 10-year replacement cycle. The Commission expressed concern of the exceedingly high cost of some of the replacements and the method of determining how projects are ranked according to need. Director Mach explained the process of ranking is determined by Water Utility and Public Works staff. Director Kaiser provides a spreadsheet which provides the ranking of applicable projects. As Mayor, President Kaufert spends a great deal of time with staff each year discussing projects and determining the best fit of needs and budget. As needs and funds available change over the years, the CIP is adjusted accordingly.

Following discussion, **M.S.C. Boyette/Lang to recommend and place on file the Draft Capital Improvement Program 2021-2014**. All voting aye.

Director's Report –

1. Non-Billable Water Report 12.64% (May, June, July) down from 13.36% (April, May, June).
2. Final Payment for Contract 2-18 Miscellaneous Sewer & Water Main Construction and Street Construction on Cecil Street for \$24,832.26 and Adams Street for \$7,198.40 to David Tenor Corporation, Green Bay, WI. Note that liquidated damages were spread amongst the Sanitary, Storm, and Water Utilities. The final payment was approved by the Board of Public works at the August 13, 2019 meeting and Common Council at the August 21, 2019 meeting.
3. Final Payment 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 David Tenor Corporation, Green Bay, WI, in the amount of \$0.00. The final payment was approved by the Board of Public works at the August 13, 2019 meeting and Common Council at the August 21, 2019 meeting.
4. Pay Estimate No. 7 for Chemical Feed and Delivery Upgrade to August Winters in the amount of \$24,850.00. This pay estimate was approved by the Board of Public Works at the August 27, 2019 meeting.

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5. Pay Estimate No. 5 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street for \$40,070.00, Stanley Court for \$29,500.00, and Thomas Court for \$1,265.00 to Robert J. Immel Excavating. Inc. This pay estimate was approved by the Board of Public Works at the September 10, 2019 meeting.
6. Pay Estimate No. 2 for Contract 4-19 Concrete Pavement and Sidewalk Repair to Sommers Construction Company, Inc., in the amount of \$20,000.00. This pay estimate was approved by the Board of Public Works at the September 10, 2019 meeting.
7. Construction update – All water main installation for contracts 1-19, 2-19, and the Courtney Court project is complete. Water main installation north of Lone Oak Drive is scheduled to begin in approximately two weeks.
8. The next Water Commission Meeting is scheduled for October 21, 2019.

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

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

Adjournment – **M.S.C. Boyette/Schmeichel to adjourn at 5:25 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility