

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting July 16, 2018

The Hauser Room, City Hall

Present: Commissioners, Smaby, Schmeichel, Boyette, Lang.

Excused: President Kaufert

Also Present: Human Resources Director Barber, Water Distribution Manager Nevers, Water Treatment Manager Mach, Assistant Comptroller Kahl, Assistant City Attorney VandenHeuvel, and Public Works Director Kaiser

Commissioner Smaby called the meeting to order at 4:30 p.m.

Approve Regular Meeting Minutes for June, 18, 2018 – Following discussion, **M.S.C. Schmeichel/Lang to approve the June 18, 2018 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for June 2018 – The Commission questioned the invoice from Prospan Manufacturing Co. Inc. Water Distribution Manager Nevers explained that this invoice was for the purchase of new shoring equipment. This equipment is easier to set up, safer, and recommended by CVMIC.

Following discussion, **M.S.C. Schmeichel/Boyette to approve the invoices for June, 2018.** All voting aye.

Appearances – None.

Approve 2nd Quarter Financial Statements – Assistant Comptroller Kahl provided a synopsis of the 2nd quarter financial statements. Following discussion, **M.S.C. Boyette/Schmeichel to approve the 2nd Quarter Financial Statements.** All voting aye.

Award Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 for \$396,821.00 – Following discussion, **M.S.C. Lang/Schmeichel to approve awarding the Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 originally bid at \$474,474.00, less the civil portion of the project totaling \$77,653.00, for the final contract amount of \$396,821.00 to August Winters and Sons Inc.** All voting aye.

Approve Verizon 3rd Amendment to Water Tank / Land Lease Agreement – After reviewing the 2015 Lease Agreement with Verizon, Assistant City Attorney VandenHeuvel provided a memo recommending the approval of the 3rd Amendment to the existing lease agreement. Following discussion, **M.S.C. Schmeichel/Boyette to approve the Verizon 3rd Amendment to Water Tank / Land Lease Agreement.** All voting aye.

Lead Meter Discussion – Water Distribution Manager Nevers explained the differences between the older style and newer style lead-free meters. There is a possibility that the labor cost of testing and reinstalling the old style meters can be mitigated through the use of a new meter replacement program. The Commission questioned how many meters needed to be tested and/or replaced in the future. The Commission also requested what costs would be associated with a test-in-place system.

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Interim Director's/Supervisor's Report –

1. Non- Billable Water Report (March, April, May) 2.17% up from -2.97% (February, March, April).
2. Towerview Drive Water Tower Project Update: Tower is online and fully operational. Tower lessees have been notified.
3. Sludge Lagoon Update: Contract 1-18W is currently advertised in the Post-Crescent and online at Quest CDN.
4. Lead and Copper Sampling Update: Twenty-eight of the thirty required samples have been received.
5. Contract 1-18 Update: All mains and water services have been installed.
6. Contract 2-18 Update: All mainline water main has been installed and tested safe on Adams Street. The Contractor is roughly half complete with water service replacements on Adams St.
7. Additional Expenditure Update:
 - Pneumatic Shoring: Water Distribution Manager Nevers explained this purchase previous to the approval of the invoices for June 2018.
 - Water Service Replacement: Water Distribution Manager Nevers explained the water service replacement at three locations in the City and the cost to have Immel Construction perform the work.
8. The next Water Commission Meeting is scheduled for August 20, 2018.

Storm Water Report – None.

Any Other Business That May Legally Come Before the Commission – Commissioner Boyette requested information regarding the procedure(s) taken when a child in the city tests positive for elevated levels of lead in the blood. Water Treatment Manager Mach explained that the Winnebago County Health Department would be notified. If the levels warranted, the Utility would be contacted. Water Distribution Manager Nevers utilized the Utility GIS system to look up this address. The GIS system reported that the address contained a full copper service line.

The Commission discussed the Utility GIS system and integration with the City GIS system.

Consider and Approve Hiring Process for Water Utility Director Vacancy – Following discussion, **M.S.C. Boyette/Lang to move consideration and approval of the hiring process for the Water Utility Director vacancy to the closed session.** All voting aye.

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Following discussion, **M.S.C. Boyette/Schmeichel to convene into closed session pursuant to Wis. Stat. § 19.85 (1) (c) to consider and approve the hiring process for the Water Utility Director vacancy and review applicants for the vacant Water Utility Director position.** All voting aye.

M.S.C Schmeichel/Lang to convene into open session. All voting aye.

Reconvene in Open Session – The Commission reconvened at 6:01 p.m.

Adjournment – **M.S.C. Schmeichel/Lang to adjourn at 6:01 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Water Treatment Manager, Neenah Water