# **AGENDA**

# REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, October 21, 2024 4:30 P.M. Hauser Room – City Hall 211 Walnut St., Neenah, WI 54956

**NOTICE IS HEREBY GIVEN,** pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

- 1. Approve Regular Meeting Minutes for September 16, 2024 (Attachment)
- 2. Approve the Invoices for September 2024 (Attachment)
- 3. Appearances
- 4. Old Business/New Business
  - A. Request to Call Water Utility Revenue Refunding Bonds, Series 2017 (Attachment)
  - B. Financial Reports (Attachment)
  - C. Salary Plan Update
  - D. Request to Purchase Six (6) Enterprise Licenses along a Two-Year Agreement for Maintenance Pro CMMS (Attachment)
  - E. Director's Report (Attachment)
  - F. Any Other Business That May Legally Come Before the Commission

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Water Utility Administrative Assistant at 920-886-6180 or the City's ADA Coordinator at (920) 886-6106 or e-mail attorney @ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

# MINUTES OF THE NEENAH WATER WORKS COMMISSION AND STORM WATER CITIZEN ADVISORY BOARD MEETING

## STORM WATER CITIZEN ADVISORY BOARD MEETING

Regular Meeting – September 16, 2024 Hauser Room – City Hall

**Present:** President Schmeichel; Commissioners: Lang, Bauman, Hemes, and Steiner (via phone); and Director Mach

Also Present: Alderman Pollnow and Deputy Director of Finance Kahl.

President Schmeichel called the meeting to order at 4:30 p.m.

<u>Approve Regular Meeting Minutes for August 19, 2024</u> – Following discussion, **M.S.C. Schmeichel/Bauman to approve the August 19, 2024 Regular Meeting Minutes**. All voting aye.

<u>Approve the Invoices for August 2024</u> – Commissioners had no questions about charges and invoices from August 2024.

Following discussion, M.S.C. Hemes/Bauman to approve the August 2024 invoices. All voting aye.

Appearances - None.

### Old Business/New Business

Approve Draft Operating Budget for 2025 – Director Mach and Deputy Director of Finance Kahl presented the Draft Budget for Commission consideration. Commissioners noted that there was zero dollars listed for Pumping Expenses / Supervision and Engineering. Director Mach noted that this is most likely due to a transcription error in the spreadsheet. He will correct this in the version presented to the Commission at a future meeting this year. Commissioners asked about the large decrease in the Structures and Improvements account for next year. Director Mach explained that the funding for the lagoon dredging is held in this account. The dredging will happen this year, but not in 2025.

Following discussion, M.S.C. Bauman/Schmeichel to approve the Operating Budget for 2025 as a draft. All voting aye.

<u>Approve Draft CIP for 2025</u> – Director Mach and Deputy Director of Finance Kahl and Director Mach presented Draft CIP for Commission consideration. Director Mach detailed and explained each project and the reasoning behind changes proposed for 2025. He noted that this CIP is only a draft, and changes may be brought forth to the Commission for consideration at a later meeting this year.

Following discussion, M.S.C. Steiner/Hemes to approve the CIP for 2025 as a draft. All voting aye.

#### Director's Report -

- 1. Water Loss Report Water loss has remained higher than expected. After construction season is substantially complete, staff will continue listening for leaks.
- 2. Booster Station Update Power is being routed to the station.
- 3. AMI Update Approximately 1,600 endpoints have been installed.

## Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes September 16, 2024 Page 2 of 2

- 4. Solar Installation Update No update as no bill was rendered this month.
- 5. Simplified Rate Case Update The Utility does not qualify for a SRC. The SRC process must be started within five years of a Conventional Rate Case.
- 6. The next regular Waterworks Commission meeting is scheduled for Monday, October 21, 2024.

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

<u>Any Other Business That May Legally Come Before the Commission</u> – Director Mach noted that the riprap project is complete. The contractor completed the work in a timely manner and for a total cost of \$20,767.00 including removal of invasive plant species and two dead ash trees along the shoreline.

Adjournment – M.S.C. Hemes/Bauman to adjourn at 5:03 p.m. All voting aye.

Respectfully submitted,

Anthony L. Mach

Director, Neenah Water Utility

# WATER UTILITY CASH ACTIVITY September 2024

Cash Balance Sep 1, 2024		\$2,520,015
Cash Receipts Water Collection Receipts Other Water Receipts Q3 Interest	804,169 19,363 28,273	851,805
Cash Distributions Check Register Debt Service Reserve WE Energies Disbursements to the City	159,093 291,678 22,001 429,722	902,494
Cash Balance Sep 30, 2024		2,469,327
SEP DISBURSEMENTS TO	THE CITY	
Payroll Payroll Benefits Vehicle Fuel & Fluids Vehicle Maintenance IS Services GIS Services Postage Utility Bills CVMIC Liability Insurance 3rd Qtr Printcare 3rd Qtr Rent 3rd Qtr Payment in Lieu of Taxes 3rd Qtr Charges for Sending/Collecting Bills-Pmt to 3rd Qtr-Finance Services-Pmt to City 3rd Qtr-HR Services-Pmt to City Total Disbursements to the City	to City	98,647 40,943 1,364 1,078 3,458 147 195 2,546 6,871 108 3,035 220,036 18,459 19,082 5,633 8,120 429,722
REPLACEMENT FUND RESERVE	S AS OF SEP 20	024
Sludge Lagoon Vehicles Painting Hydrants GAC Media Replacement Pump Rehab Meters/Endpoints Boiler Replacement		\$1,728,413 203,635 70,500 530,000 148,000 583,440 20,000
Total Replacement Fund Reserves	500	\$3,283,988

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
9/30/2024	2060	U S BANK	09-15-24	216.31	FASTENAL COMPANY 01WIAPP	NUTS & BOLTS	Water
09/30/2024	2060	U S BANK	09-15-24	7,504.00	LANDIS+GYR TECHNOLOGY,	AMI TRAINING SERVICES	Water
09/30/2024	2060	U S BANK	09-15-24	571.10	BADGER METER INC	AUGUST 2024 METER READS	Water
9/30/2024	2060	U S BANK	09-15-24	917.33	EBAY 0*26-11974-61223	LOCATOR TRANSMITTER	Water
9/30/2024	2098	U S BANK	09-25-24	-78.91	SHERATON MADISON	TAX REFUND WIAWWA CONF	Water
9/05/2024	2005	DIVERSIFIED BENEFIT SERVICES INC	418900	20.00	AUG FSA-WATER- 5 EES @\$4.	00 EACH	Water
9/30/2024	2098	U S BANK	09-25-24	156.07	WM SUPERCENTER #2986	TP/CLEANER/INSECT SP/POST	Water
09/30/2024	2098	U S BANK	09-25-24	30.87	TST*PARTHENON GYROS REST	LUNCH JENS/READER WIAWWA	Water
9/30/2024	2060	U S BANK	09-15-24	1,557.52	HAWKINS INC	HYDROFULOSILICIC ACID	Water
9/19/2024	2050	KRUEGER TRUE VALUE	160770	69.04	ACID/GLUE/TUBE BRUSH		Water
09/19/2024	59250	ROHDE BROTHERS INC	56098	14,250.00	CARBON DIOXIDE TANK REPLA	CEMENT	Water
9/30/2024	2040	U S BANK	09-15-24	212.11	TDS METROCOM	8/22-9/21 PHONE FEES	Water
9/30/2024	2060	U S BANK	09-15-24	643.46	BERGSTROM GM OF NEENAH	REPAIRS TO #80 METER VAN	Water
9/30/2024	2060	U S BANK	09-15-24	19.05	KUNDINGER INC	HOSE CLAMP	Water
9/30/2024	2060	U S BANK	09-15-24	29.85	MORTON SAFETY, LLC	LENS CLEANER	Water
9/30/2024	2060	U S BANK	09-15-24	79.74	CINTAS CORP	MATS MOPS DISTRIBUTION	Water
09/30/2024	2060	U S BANK	09-15-24	0.90	DSPS E SERVICE FEE COM	PROC FEE RPZ RENEWALS (2)	Water
09/30/2024	2098	U S BANK	09-25-24	-10.00	BATTERIES PLUS #0502	BATTERY CORE RETURN/P7536	Water
09/05/2024	59199	VAN RITE PLUMBING INC	9733	3,500.00	UTILITY OWNED LEAD SERVIC	E REPLACED-108 LAW ST	Water
09/30/2024	2060	U S BANK	09-15-24	79.75	CINTAS CORP	MATS MOPS TREATMENT	Water
09/05/2024	59193	PICARD, RYAN/MICHELLE	000041631	80.34	OVERPD FINAL ACCOUNT	000023684	Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
09/19/2024	2044	DIGGERS HOTLINE INC	240825801	117.50	AUG LOCATES		Water
09/30/2024	2060	U S BANK	09-15-24	40.00	DSPS EPAY ISE	RPZ RENEWALS (2)	Water
09/19/2024	2049	GRAYMONT WESTERN LIME INC	35228263RI	4,881.14	HYDRATED LIME		Water
9/19/2024	2050	KRUEGER TRUE VALUE	160610	23.38	GARDEN HOSE SPRAYER		Water
09/30/2024	2098	U S BANK	09-25-24	285.60	U.S. CELLULAR	AIRTIME 7/22-8/21	Water
09/30/2024	2060	U S BANK	09-15-24	60.00	DSPS EPAY ISE	RPZ RENEWALS (3)	Water
9/30/2024	2098	U S BANK	09-25-24	64.33	AMAZON MKTPL*HC2EX1KT3	TONER/BATTERIES	Water
09/30/2024	2060	U S BANK	09-15-24	1.35	DSPS E SERVICE FEE COM	PROC FEE RPZ RENEWALS (3)	Water
09/05/2024	2012	GRAYMONT WESTERN LIME INC	35227482RI	4,564.12	HYDRATED LIME		Water
09/05/2024	59195	SOPEL, JONATHAN	000035145	36.85	OVERPD FINAL ACCOUNT	000019688	Water
9/12/2024	59228	WI DOA DIVISION OF ENERGY	000042777	178.08	OVERPD FINAL ACCOUNT	000011440	Water
09/30/2024	2060	U S BANK	09-15-24	61.20	UNITED STATES PLASTIC COR	TUBING/FITTINGS/GLASS JAR	Water
09/30/2024	2060	U S BANK	09-15-24	199.39	ICU BAR AND GRILL	EMPLOYEE APPREC LUNCH	Water
09/30/2024	2098	U S BANK	09-25-24	-14.22	KUNDINGER INC	RETURN CLAMPS	Water
09/30/2024	2098	U S BANK	09-25-24	115.20	MORTON SAFETY, LLC	PPE EAR PLUGS	Water
09/30/2024	2060	U S BANK	09-15-24	91.28	SUPPLYHOUSE.COM	BLOWER FAN	Water
09/30/2024	2060	U S BANK	09-15-24	29.00	WI STATE HYGIENE LAB	LAB TESTS	Water
09/30/2024	2060	U S BANK	09-15-24	218.99	THE HOME DEPOT #4903	CORDLESS VACUUM	Water
09/30/2024	2098	U S BANK	09-25-24	30.90	UNITED STATES PLASTIC COR	WAS BOTTLES	Water
09/30/2024	2098	U S BANK	09-25-24	1,469.67	IDEXX DISTRIBUTION INC	LAB MEDIA /SUPPLIES	Water
09/30/2024	2060	U S BANK	09-15-24	939.97	HAWKINS INC	AMMONIA HYDROXIDE	Water
09/30/2024	2060	U S BANK	09-15-24	569.33	USABLUEBOOK	LAB REAGENTS/SUPPLIES	Water
09/30/2024	2098	U S BANK	09-25-24	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water
09/30/2024	2098	U S BANK	09-25-24	1,073.00	MIDWEST METER - JACKSON	METER GASKETS	Water
09/12/2024	59204	BRAZEE'S ACE HARDWARE	61182	17.99	GRASS SEED		Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
9/30/2024	2060	U S BANK	09-15-24	250.00	EBAY O*14-11985-99767	PUMP HEADS	Water
09/05/2024	59187	KURZ INDUSTRIAL SOLUTIONS INC	INV64487	1,750.00	ABB DRIVE SOFTWARE		Water
09/19/2024	2049	GRAYMONT WESTERN LIME INC	35227775RI	5,004.56	HYDRATED LIME		Water
09/19/2024	2050	KRUEGER TRUE VALUE	160931	10.77	BUCKETS FOR METER CHANGES		Water
9/12/2024	59221	POLYDYNE INC	1859234	17,824.80	C-308P POLYMER		Water
09/30/2024	2060	USBANK	09-15-24	120.18	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water
09/30/2024	2060	U S BANK	09-15-24	127.00	4TE*CULLIGAN WATER CONDIT	LAB WATER	Water
09/30/2024	2098	U S BANK	09-25-24	23.75	SHERATON MADISON	JENS/READER BRKFST WIAWWA	Water
09/12/2024	59231	WRWA	GORGES	110.00	TRAINING		Water
09/19/2024	59242	KRUCZEK CONSTRUCTION INC	CN2-24 PAY #5	32,333.25	PAY REQUEST #5		Water
09/12/2024	2030	MCMAHON	936069	5,728.75	BOOSTER STATION CONST SER	VICES 6/30-8/3	Water
09/19/2024	59235	CHEMTRADE CHEMICALS US LLC	90144208	9,122.66	FERRIC SULFATE		Water
09/19/2024	2045	DIVERSIFIED BENEFIT SERVICES	420106	76.50	SEP HRA WATER 17 EES @\$4.	50 EA	Water
09/30/2024	2060	U S BANK	09-15-24	3,560.23	AIRGAS - NORTH	CARBON DIOXIDE	Water
09/19/2024	59240	JEFF FOUST EXCAVATING INC	19027	20,767.00	SHORELINE RIP RAP		Water
09/30/2024	2060	U S BANK	09-15-24	400.20	SQ *RECYCLETHATSTUFF.COM	RECYCLE OLD REGISTERS	Water
09/30/2024	2060	U S BANK	09-15-24	6,320.16	HAWKINS INC	CARBON DIOXIDE	Water
09/30/2024	2098	U S BANK	09-25-24	480.00	EBAY 0*26-12060-51170	PERISTACTIC PUMP	Water
09/30/2024	2060	U S BANK	09-15-24	74.73	FESTIVAL FOODS	EMPLOYEE APPREC LUNCH	Water
09/30/2024	2098	U S BANK	09-25-24	120.18	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water
09/26/2024	2064	GRAYMONT WESTERN LIME INC	35228498RI	4,864.20	HYDRATED LIME		Water
09/30/2024	2060	U S BANK	09-15-24	12.67	THE UPS STORE 2376	LAB SHIPPING	Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
09/30/2024	2098	U S BANK	09-25-24	98.53	BATTERIES PLUS #0502	FORKLIFT BATTERY/P7532012	Water
Overall - Total				159,092.73			



# Neenah Water Utility

211 Walnut St., Neenah, WI 54956 Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

# **MEMORANDUM**

DATE: October 8, 2024

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Call Water Utility Revenue Refunding Bonds, Series 2017

The Water Utility Revenue Refunding Bonds, Series 2017 maturing in 2025 and 2026 are callable 12/1/2024. The total to retire these bonds at par would be \$309,575.00. This would allow for an interest savings of \$9,300.00. The Debt Service Reserve Fund for these bonds contains a balance of \$319,000.00.

The use of DSRF is limited to paying debt service on the outstanding 2017 Water Revenue Bonds. IRS tax code and the bond resolution prohibit arbitrage earnings from DSRF (meaning we can't earn more investment interest on the DSRF money than the interest being paid on the debt)

The DSRF balance of \$319,000 is sufficient to pay the 2024 debt service plus call the 2025 and 2026 principal payments on December 1, 2024

Staff are requesting the Waterworks Commission recommend the Common Council and the Finance Department retire the Water Utility Revenue Refunding Bonds, Series 2017.



#### **BOND DEBT SERVICE**

# City of Neenah (A) Water Utility Revenue Refunding Bonds, Series 2017 - FINAL BQ; Callable 12/1/24 or any date thereafter at par

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/05/2017					
06/01/2018			14,593.06	14,593.06	
12/01/2018	80,000	2.000%	9,875.00	89,875.00	104,468.06
06/01/2019			9,075.00	9,075.00	
12/01/2019	85,000	2.000%	9,075.00	94,075.00	103,150.00
06/01/2020	•		8,225.00	8,225.00	
12/01/2020	90,000	2.000%	8,225.00	98,225.00	106,450.00
06/01/2021			7,325.00	7,325.00	
12/01/2021	90,000	2.000%	7,325.00	97,325.00	104,650.00
06/01/2022			6,425.00	6,425.00	
12/01/2022	90,000	2.000%	6,425.00	96,425.00	102,850.00
06/01/2023			5,525.00	5,525.00	
12/01/2023	95,000	2.000%	5,525.00	100,525.00	106,050.00
06/01/2024			4,575.00	4,575.00	
12/01/2024	100,000	3.000%	4,575.00	104,575.00	109,150.00
06/01/2025			3,075.00	3,075.00	
12/01/2025	100,000	3.000%	3,075.00	103,075.00	106,150.00
06/01/2026	-		1,575.00	1,575.00	
12/01/2026	105,000	3.000%	1,575.00	106,575.00	108,150.00
	835,000	,	116,068.06	951,068.06	951,068.06

#### RESOLUTION NO.

# RESOLUTION AUTHORIZING THE REDEMPTION OF THE WATER UTILITY REVENUE REFUNDING BONDS, SERIES 2017, DATED SEPTEMBER 5, 2017

WHEREAS, the City of Neenah, Winnebago County, Wisconsin (the "City") has outstanding its Water Utility Revenue Refunding Bonds, Series 2017, dated September 5, 2017 (the "2017 Bonds");

WHEREAS, the Common Council has determined that it is necessary and desirable to call the 2017 Bonds maturing in the years 2025 and 2026 for redemption on December 1, 2024 with funds on deposit in the Debt Service Reserve Fund for the 2017 Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City, that the 2025 and 2026 maturities of the 2017 Bonds are called for prior payment on December 1, 2024 at the price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to cause timely notice of redemption, in substantially the form attached hereto as <a href="Exhibit A">Exhibit A</a> and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Further, the City Clerk shall cause the funds necessary to redeem the 2017 Bonds to be provided to The Depository Trust Company.

Adopted, approved and recorded October 16, 2024.

ATTEST:	Jane B. Lang Mayor	
Charlotte Nagel City Clerk		(SEAL)

#### EXHIBIT A

## **NOTICE OF FULL CALL\***

## Regarding

# CITY OF NEENAH WINNEBAGO COUNTY, WISCONSIN WATER UTILITY REVENUE REFUNDING BONDS, SERIES 2017 DATED SEPTEMBER 5, 2017

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on December 1, 2024 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

Maturity Date	Principal Amount	Interest Rate	CUSIP No.
12/01/2025	\$100,000	3.00%	640089HR2
12/01/2026	105,000	3.00	640089HS0

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before December 1, 2024.

Said Bonds will cease to bear interest on December 1, 2024.

By Order of the
Common Council
City of Neenah
City Clerk
Dated \_\_\_\_\_\_

<sup>\*</sup> To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to December 1, 2024 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at <a href="https://www.emma.msrb.org">www.emma.msrb.org</a>

# NEENAH WATER UTILITY 9 MONTH FINANCIAL REPORT

January 1 through September 30, 2024

			Neenah	Water Utility					
		(		e Balance Sheet					
	For th			ng Sep. 30, 2024 & 2023					
Assets		202		Assets		202	23		
Current Assets				Current Assets					
Cash & Cash Equivalents				Cash & Cash Equivalents					
Cash on Hand	\$ 2,469,327			Cash on Hand	\$	3,584,437			
Working Funds - Petty Cash	200			Working Funds - Petty Cash		200			
Prepaids Total Cash & Cash Equivalents	1,360	\$	2,470,886	Prepaids Total Cash & Cash Equivalents		2,460	\$	3.587.097	A)
Temporary Investments		Ψ	2,470,000	Temporary Investments			Ψ	0,001,001	
Unrestricted	35,119			Unrestricted	\$	28,769			
Restricted for Debt Service Replacement Reserves	534,299 3,283,988			Restricted for Debt Service Replacement Reserves		899,444 3,636,958			B)
Total Temporary Investments	3,283,988	\$	3,853,406	Total Temporary Investments		3,030,938	\$	4,565,170	
Receivables		*		Receivables			*	.,000,110	
Customer Account	\$ 1,947,203			Customer Account	\$	2,081,794			C)
Other Investment Interest	806 17,419			Other Investment Interest		11,652 17,419			D)
Total Receivables	17,419	\$	1,965,429	Total Receivables		17,419	\$	2.110.864	
Inventory		*	1,000,120	Inventory			*		
Chemical	\$ 101,666			Chemical	\$	92,086			
Meter & Hydrant Supplies  Total Inventory	24,916	\$	126,582	Meter & Hydrant Supplies  Total Inventory		24,916	\$	117.002	E)
Total Current Assets		\$	8,416,304	Total Inventory  Total Current Assets			\$	10,380,133	<u> =)</u>
NonCurrent Assets		Ψ	0,410,004	NonCurrent Assets			Ψ	10,000,100	
Long Term Investments			2,123,145	Long Term Investments				2,066,673	
Revenue Bond Reserve Investments	(D. ( );		305,000	Revenue Bond Reserve Investmen				319,000	
Unamortized Premiums on Borrowing	Refunding		(2,941) 8,169,370	Unamortized Premiums on Borrow Cell Tower Lease Rec	ing/R	efunding		(5,461) 8,206,477	
Deferred Outflows Related to Pension			2,284,356	Deferred Outflows Related to Pens	ion			1,322,071	
Fixed Assets			2,204,000	Fixed Assets	1011			1,022,071	
Utility Plant in Service	\$ 73,916,048			Utility Plant in Service	\$	70,978,174			
Less: Accumulated Depreciation	(28,512,083)			Less: Accumulated Depreciatio	r	(27,071,027)			
Net Utility Plant in Service		\$	45,403,965	Net Utility Plant in Service			\$	43,907,148	
Construction Work in Process Deferred Special Assessments			3,629,980 404,154	Construction Work in Process  Deferred Special Assessments				2,191,634 404,154	
Net Pension Asset			404,154	Net Pension Asset				562.869	F)
Total NonCurrent Assets			62,317,029	Total NonCurrent Assets				58,974,564	٠,
Total Assets		9	70,733,333	Total Assets			\$	69,354,697	
Liabilities & Capital				Liabilities & Capital					
Current Liabilities				Current Liabilities					
Accruals	£400.044			Accruals		<b>CA 075</b>			
Due to Vendors/Contractors Payrolls	\$103,311 5,197			Due to Vendors/Contractors Payrolls		\$64,375 7,065			
In Lieu of Property Taxes	1,088,648			In Lieu of Property Taxes		996,931			G)
Interest	17,519			Interest		25,904			
Total Accurals		\$	1,214,675	Total Accurals			\$	1,094,275	
Deferred Revenue				Deferred Revenue					
Total Current Liablilities			\$1,214,675	Total Current Liablilities				\$1,094,275	
NonCurrent Liabilities	1		005.000	NonCurrent Liabilities				100 222	
Revenue/Refunding Bonds/Notes Safe Drinking Loan		\$	305,000 593,139	Revenue/Refunding Bonds/Not Safe Drinking Loan	es		\$	400,000 2,254,940	H)
City Loan			2,726,020	City Loan				3,000,000	J)
Employee Vacation & Sick Leave F	Reserve		96,969	Employee Vacation & Sick Leav		serve		105,242	-,
Allowance of Uncollectable A/R			16,700	Allowance of Uncollectable A/R				16,700	
Deferred Inflow Cell Tower Lease			8,169,370	Deferred Inflow Cell Tower Lea	se			8,206,477	
Deferred Special Assessments Net Pension Liability			404,154 329,322	Deferred Special Assessments Net Pension Liability				404,154	
Total NonCurrent Liabilities		\$	12,640,674	Total NonCurrent Liabilities			\$	14,387,513	
Total Liabilities		\$	13,855,349	Total Liabilities			\$	15,481,787	
Deferred Inflows Related to Pension		\$	1,756,487	Deferred Inflows Related to Pensic	n		\$	1,534,443	
Capital & Retained Earnings City Paid in Capital		\$	2,661,887	Capital & Retained Earnings City Paid in Capital			\$	2,661,887	K)
Beginning Retained Earnings	\$ 50,369,463	Ф	2,001,001	Beginning Retained Earnings	\$	47,518,706	Φ	∠,001,00/	N)
Net Income (Loss)	2,090,147			Net Income (Loss)	*	2,157,874			L)
Ending Retained Earnings		\$	52,459,610	Ending Retained Earnings			\$	49,676,580	
Total Capital & Retained Earnings		_	55,121,497	Total Capital & Retained Earning	JS		*	52,338,467	
Total Liabilities & Capital		\$	70,733,333	Total Liabilities & Capital			\$	69,354,697	

# Neenah Water Utility Notes and Explanations Comparative Balance Sheet For the Period Ending September 30, 2023 & 2024

Liquidity (Current assets/current liabilities) ratio = 6.93 for the 3rdd Quarter of 2024. Above 1 is the goal. 3<sup>rd</sup> Quarter of 2023 = 9.49

- A) Total Cash Equivalents have decreased for the 3<sup>rd</sup> Quarter 2024 over the corresponding period in 2023 due to payments for the booster station and retirement of long-term debt.
- B) Restricted Funds are retained due to bond covenants and Commission set asides. Invested in LGIP funds. Unrestricted funds are available for projects and emergencies.
- C) Customer Account includes bills sent out at the end of September to residential, commercial, multifamily, industrial, and public accounts.
- D) Includes other billings not yet paid.
- E) Total Inventory is the value of treatment chemicals and distribution materials held in inventory.
- F) Net Pension Liability and Net Pension Asset are based on WRS investment performance.
- G) PILOT based on Utility Plant in Service.
- H) Includes revenue bonds with maturity date 12/1/2026.
- I) Safe Drinking Water Loan used for plant construction, issued 2005 and 2006 with maturity dates 5/1/2024 and 5/1/2025.
- Loan from the City for CIP Projects.
- K) Includes City projects paid by TIF.
- L) Net income

# Neenah Water Utility Comparative Income Statement Nine Months Ending - Sep. 30, 2024 & 2023

Nine Monti	ns Ending - Se	ep. 30, 2024 & 1	2023		
			Percent		
	2024	2023	Change		
Water Operating Revenue					
Unmetered					
Sales to General Customers (WFC)	3,368	2,840	18.6%	<u>(A)</u>	528
Private Fire Protection (Firelines)	102,849	103,130	-0.3%	<u>(B)</u>	(281)
Public Fire Protection - All Customers	1,318,520	1,291,032	2.1%		27,487
Total Unmetered Revenue	\$1,424,737	\$1,397,002	2.0%		27,735
Metered					
Bulk Water - All Customer Types	184	1,642	-88.8%		(1,458)
Residential Customers	2,358,829	2,491,950	-5.3%		(133,122)
Multi Residential Customers	116,058	117,915	-1.6%		(1,857)
Commercial Customers	688,992	725,319	-5.0%		(36,328)
Industrial Customers	1,408,538	1,440,580	-2.2%		(32,042)
Municipal/Other Public Customers	90,722	116,123	-21.9%		(25,402)
Total Metered Revenue	\$4,663,322	\$4,893,529	-4.7%		(230,207)
Total Water Operating Revenue	\$ 6,088,059	\$ 6,290,531	-3.2%	<u>(J)</u>	(202,472)
Other Operating Revenue					
Forfeited Discounts (Late Fees)	32,133	32,359	-0.7%		(226)
Miscellaneous Service Revenues	9,522	19,816	-51.9%		(10,294)
Water Property Rental Revenue	106,739	141,453	-24.5%		(34,714)
Other Revenues	33,733	32,740	3.0%		993
Total Other Operating Revenue	\$182,127	\$226,368	-19.5%		(44,241)
Total Operating Revenue	\$ 6,270,186	\$ 6,516,899	-3.8%	<u>(O)</u>	(246,713)
Operating Expenses					
Source of Supply Expenses	11,188	29,834	-62.5%	<u>(P)</u>	(18,646)
Pumping Expenses	208,196	196,249	6.1%		11,946
Water Treatment Expenses	1,047,901	1,045,642	0.2%		2,259
Transmission & Distribution Expenses	323,518	586,116	-44.8%		(262,598)
Customer Account Expenses	127,568	117,657	8.4%		9,910
Administrative & General Expenses	319,917	297,380	7.6%		22,537
Employee Fringe Benefit Expense	284,460	279,822	1.7%		4,638
Depreciation Expense	1,262,708	1,237,950	2.0%		24,758
Property Tax Expense	876,903	760,513	15.3%		116,390
Payroll Tax Expense	67,665	65,069	4.0%		2,596
Total Operating Expenses	\$ 4,530,023	\$ 4,616,232	-1.9%		(86,209)
Net Operating Income (Loss)	\$ 1,740,163	\$ 1,900,666	-8.4%		(160,504)
Other Payance					
Other Revenue	220,004	220 74 4	0.20/	(7)	(042)
Interest Income	328,801	329,714	-0.3%		(913)
Amortization of Debt Premium	1,891	1,891	0.0%		72.740
Capital Contributions  Total Other Revenue	90,434 <b>\$ 421,126</b>	16,686 <b>\$ 348,290</b>	442.0% 20.9%		73,748 72,836
	-	-			•
Other Expenses	74.440	04.000	04.00/		/40.040
Interest Expense on Long-Term Debt  Total Other Expenses	71,142 <b>\$ 71,142</b>	91,082 <b>\$ 91,082</b>	-21.9% -21.9%		(19,940) (19,940)
·	Ψ /1,172	Ψ 31,002	-∠1.3/0		(13,340)
Net Income (Loss)	\$ 2,090,147	\$ 2,157,875	-3.1%	<u>(BB)</u>	(67,728)

# Neenah Water Utility Notes and Explanations Comparative Income Statement For the Period Ending September 30, 2023 & 2024

- A. Sales to General Customers (water for construction).
- B. Private fire protection is billed at a PSC established flat rate per quarter based on the diameter of the fire line. This affects all customer types operating a private sprinkler/fire line, except residential.
- C. Public fire protection is based upon the square footage of each building.
- D. Bulk water is related to construction activity. A hydrant meter is used to determine usage.
- E. Residential number shown reflects revenues decreasing due to excessive precipitation.
- F. Multi-Family Residential reflects a decrease from last year.
- G. Commercial revenues reflect a decrease.
- H. Industrial revenues reflect a decrease.
- I. Public sales include schools, parks, and other public buildings.
- J. Total Water Operating Revenues is the sum of A thru I. Revenue in the 3rd quarter of 2024 is 3.2% lower than to the corresponding period of 2023.
- K. Late bill payment revenue (late fees).
- L. Revenue received for reading and billing sewer exemption meters; reconnect fees and turning on service lines; hydrant hook-up fees; customer repair charges.
- M. Revenue received for annual fire hydrant rental to the Town of Neenah and rental fees from cell providers for antenna space. It increases, as contract provisions require. We received a large payment in March 2023 from Verizon.
- Revenue received for sale of scrap, miscellaneous service fees, and returned check fees.
- O. Total Operating Revenues in 3rd quarter are 3.8% less than in the corresponding period of 2023.
- P. Source of Supply Expenses are for supervision of intakes and related structures, including testing, inspections, cleanings, and repairs. Inspections and cleanings are twice a year as needed.

## Neenah Water Utility Notes and Explanations Comparative Income Statement For the Period Ending September 30, 2023 & 2024 Page 2 of 2

- Q. Pumping Expenses were up in the 3<sup>rd</sup> quarter of 2024 as compared to the corresponding period in 2023, due to increased maintenance and fuel expenses.
- R. Treatment Expenses relatively flat for the period.
- S. Transmission and Distribution Expenses are down for the 3rd quarter of 2024 to the same period in 2023, due to the Cecil Street Tower Painting in 2023.
- T. The Customer Account Expense increased in the 3rd quarter of 2024 than in 2023 due to the increased amount of supervision, records, and collection required, uncollectable accounts, transmission and miscellaneous expenses.
- U. This account reflects an increase due to increased transportation and insurance expenses.
- V. Fringe benefits are affected by staffing levels, overtime or call-in work for water main breaks and plant emergencies, and retirement payouts.
- W. Depreciation Expense is dependent upon actual depreciation of the plant in service.
- X. Payment In Lieu of Property Tax (PILOT) reflects the value of the water system.
- Y. Payroll Taxes
- Z. Interest Income has decreased slightly due to economic factors.
- AA. Miscellaneous non-operating income, including the P-card Rebate.
- BB. Net Income in the 3rd quarter of 2024 decreased by 3.1% compared to the same period in 2023.

	Neenah	Water Util	ity			
	2024 Constructi					
	Budget	3 Months	6 Months	9 Months	12 Months	Totals
Capital Projects:	Buuget	3 WOTHING	OWOTHIS	3 Months	12 MOILIIS	Totals
Meter/Endpoint Replacement	500,000	23,814	456,694	9,315		489,823
Hydrants	-	8,600	1,659	5,515		10,259
Misc tools and equipment	20,000	2,000	1,000			-
Technology update	10,000					-
Misc consulting fees	20,000					-
Misc plant contingency	50,000					-
Rebuild (1) finished water pump	25,000					-
Rebuild (1) intermediate pump	25,000					-
Rebuild (1) raw water pump	12,000					-
Replace 2014 Pickup Truck	35,000					-
Update Leak Detection Equipment	60,000	20,929				20,929
Upgrade Water Meter Testing System	60,000					-
Rip-rap Shoreline	90,000			21,802		21,802
Replace Shoreline Fence	25,000			1,836		1,836
Repave North Driveway	15,000					-
Booster Station	-	322,034	201,032	125,668		648,734
VFD Drives - (3) High Service	-		31,185			31,185
Replace Carbon Dioxide Tank	-	126		14,250		14,376
Watermain Addition/Replacement:						
Misc Services	-			3,500		3,500
Quarry Lane	315,000		274,476	72,855		347,331
E. Doty Ave.	494,000		395,411	293,568		688,979
Stevens St.	238,000		11,420	235,995		247,415
Cedar St.	473,000	513	332,438	204,174		537,125
Belmont Ave.	59,000		1,796	58,683		60,479
Belmont Ct.	95,000		77,843	29,285		107,128
S. Commercial St. Sludge Line	63,000		66,592			66,592
S. Commercial St. Corridor Stubs	63,000			69,991		69,991
Bayview Rd.	205,000	9,307	177,254	3,274		189,835
S. Park Ave.	347,000		19,301			19,301
Reed St. WMR	-			17,530		17,530
Freedom Acres-1st Addition	-		2,086	6,342		8,428
Freedom Meadows-2nd Addition	-	20,049	953			21,002
Freedom Meadows-3rd Addition	-			6,400		6,400
Totals	3,299,000	405,372	2,050,140	1,174,468	-	3,629,980
	ry Investments er 30, 2024					
	, , , , , , ,					
Safe Drinking Water Loan Payment			252,986			
2017 Refunding Debt Service Payment			86,383			
· ·						
City Loan			194,930 <b>\$534,299</b>			
Replaceme	nt Reserves					
Sludge Lagoon Reserve			1,728,413			
Vehicle Replacement Reserve			203,635			
Painting Hydrants Reserve			70,500			
GAC Media Replacement			530,000			
Pump Rehab			148,000			
Meters/Endpoints			583,440			
Boiler Replacement			20,000			
			\$3,283,988			



# Neenah Water Utility

211 Walnut St., Neenah, WI 54956 Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

# **MEMORANDUM**

**DATE:** October 15, 2024

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Purchase Six (6) Enterprise Licenses along a Two-Year Agreement for

Maintenance Pro CMMS

Water Utility staff have been researching Computerized Maintenance Management Systems (CMMS) for over a year. Our staff in conjunction with staff from Public Works reviewed several packages. Our current CMMS (Hach JobCal) is no longer being supported.

The Maintenance Pro CMMS System from Innovative Maintenance Systems offered a rich set of features, is cloud-based, and offers additional free logins to support maintenance functions. We are looking at requesting the purchase of six (6) Enterprise user licenses. The cost of each license per month is \$80 and staff were able to negotiate a 12% discount for year two. The total cost of a two-year agreement would then be \$10,829.00

Staff are requesting the purchase of six (6) Enterprise licenses along with a two-year agreement for Maintenance Pro CMMS.



# **Innovative Maintenance Systems**

**QUOTE** 

P.O. Box 74 Wake Forest, NC 27587

Phone: 724-282-3557 Fax: 919-435-8220

Web: www.mtcpro.com E-mail: sales@mtcpro.com Quote #: 10754

Date: 10/15/2024

**BILL TO:** 

SHIP TO:

Neenah Water Utility Anthony L. Mach 211 Walnut St. Neenah, WI 54956 Neenah Water Utility Anthony L. Mach 211 Walnut St. Neenah, WI 54956

Quote Date	IMS Sales Represenative	E-mail Address	Phone #
10/15/2024	Nick Neigh	sales@mtcpro.com	724-282-3557

Item #	Quantity	Product Description	Unit Cost	Extended Cost
1	1	MP Enterprise 6 user, 2 years, 12% discount 2nd year	310,829.00	\$10,829.00

Shipping & Handling:

\$0.00

Quote amount (U.S. Dollars) >>>>>

\$10,829.00

## Director's Report October 21, 2024

- 1. Water Loss Report.
- 2. The following items were approved at the September 12, 2024 Board of Public Works meeting:
  - Pay Request No. 5, Contract 2-24, Sanitary & Storm Sewer, Water Main, and Street Construction, on E. Doty Avenue, to Kruczek Construction, in the amount of \$32,333.25 for Water.
  - Pay Request No. 1, Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rhode Brothers, Inc., in the amount of \$14,250.00.
- 3. The following items were approved at the September 26, 2024 Board of Public Works meeting:
  - Final Pay Request, Contract 1-23, Sanitary Sewer & Laterals, Storm Sewer, Water Main and Services, and Street Construction, to Don E. Parker Excavating, on Burr Avenue, Chestnut Street, Dieckhoff Street, and Laudan Boulevard, in the amount of \$3.915.54 for Water on Burr Avenue, \$26,640.02 for Water on Chestnut Street, \$3,863.30 for Water on Dieckhoff Street, and \$4,373.34 for Water on Laudan Boulevard.
- 4. Booster Station update.
- 5. AMI update.
- 6. Solar installation update The array continues to operate well.
- 7. Pursuant to EPA and DNR requirements, the Water Utility has submitted the inventory of all utility-owned and privately-owned service lines within Neenah
- 8. Staff are working on the required notifications for all buildings which are served by a lead service line and a public-facing GIS application which will show which properties are served by a lead service (in part or in whole).
- 9. The next regular Waterworks Commission meeting is scheduled for Monday, November 18, 2024.

# NEENAH WATER UTILITY PRODUCTION/UNBILLED WATER REPORT

# THREE MONTH TOTALS (1000 GALLONS)

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (June, July, August)	345,410	330,590	239,332	25,014	66,244	20.04%
MOST RECENT THREE MONTHS (May, June, July)	339,920	326,710	237,083	27,446	62,181	19.03%
1 YEAR AGO (June, July, August)	361,420	349,720	262,283	20,108	67,329	19.25%

#### NOTES:

Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.

Finished water is the total amount of water entering the distribution system during the indicated period

Billed water is the total usage during the indicated period.

Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.

Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

### DAILY AVERAGE (MGD)

USAGE PERIOD	RAW WATER	FINISHED WATER
Aug, 2024	3.74	3.57
Jul, 2024	3.79	3.62
Aug, 2023	3.78	3.68

## Neenah Water Utility - Industrial Tower Solar Array

<b>Full Months in Operation</b>	ation Dates		Usage (kWh)			Solar Array Output (kWh)		kWh)	Generation (kWh) [\$0.15376/kWh Usage + \$0.0462/kWh Excess Gen Meter Fees]		
	From	То	Days	In Reading	Out Reading	Usage	In Reading	Out Reading	Generation	Net Usage (Generation)	Estimated Net Savings + Surplus
	12/13/2021	12/22/2021	8	65710	66027	317	0	111	111	206	\$ 14.19
1	12/22/2021	1/24/2022	33	66027	67607	1580	111	730	619	961	\$ 79.83
2	1/24/2022	2/23/2022	30	67607	69322	1715	730	1427	697	1018	\$ 90.32
3	2/23/2022	3/24/2022	29	69322	70886	1564	1427	2424	997	567	\$ 130.02
4	3/24/2022	4/23/2022	30	70886	72295	1409	2424	3328	904	505	\$ 117.67
5	4/23/2022	5/24/2022	31	72295	73281	986	3328	4576	1248	(262)	\$ 139.57
6	5/24/2022	6/24/2022	31	73281	73902	621	4576	5941	1365	(744)	\$ 111.80
7	6/24/2022	7/23/2022	29	73902	74477	575	5941	7226	1285	(710)	\$ 104.39
8	7/23/2022	8/23/2022	31	74477	75079	602	7226	8545	1319	(717)	\$ 108.14
9	8/23/2022	9/22/2022	30	75079	75663	584	8545	9704	1159	(575)	\$ 99.79
10	9/22/2022	10/22/2022	30	75663	75869	206	9704	10689	985	(779)	\$ 58.50
11	10/22/2022	11/23/2022	32	75869	76854	985	10689	11506	817	168	\$ 106.05
12	11/23/2022	12/23/2022	30	76854	78267	1413	11506	11877	371	1042	\$ 47.24
13	12/23/2022	1/25/2023	33	78267	79918	1651	11877	12203	326	1325	\$ 48.16
14	1/25/2023	2/22/2023	28	79918	81361	1443	12203	12924	721	722	\$ 109.19
15	2/22/2023	3/23/2023	29	81361	82835	1474	12924	13752	828	646	\$ 125.59
16	3/23/2023	4/22/2023	30	82835	84109	1274	13752	14960	1208	66	\$ 183.96
17	4/22/2023	5/24/2023	32	84109	85162	1053	14960	16144	1184	(131)	\$ 166.09
18	5/24/2023	6/23/2023	30	85162	85772	610	16144	17584	1440	(830)	\$ 130.54
19	6/23/2023	7/22/2023	29	85772	86338	566	17584	18908	1324	(758)	\$ 120.49
20	7/22/2023	8/24/2023	33	86338	86982	644	18908	20427	1519	(875)	\$ 137.68
21	8/24/2023	9/22/2023	29	86982	87559	577	20427	21529	1102	(525)	\$ 111.36
22	9/22/2023	10/20/2023	28	87559	88145	586	21529	22275	746	(160)	\$ 95.86
23	10/20/2023	11/21/2023	32	88145	88900	755	22275	23003	728	27	\$ 110.03
24	11/21/2023	12/22/2023	31	88900	91178	2278	23003	23506	503	1775	\$ 75.50
25	12/22/2023	1/24/2024	33	91178	95362	4184	23506	23743	237	3947	\$ 35.39
26	1/24/2024	2/21/2024	28	95362	97057	1695	23743	24370	627	1068	\$ 97.14
27	2/21/2024	3/23/2024	31	97057	98313	1256	24370	25582	1212	44	\$ 189.15
28	3/23/2024	4/24/2024	32	98313	99494	1181	25582	26760	1178	3	\$ 183.74
29	4/24/2024	5/23/2024	29	99494	212	718	26760	28043	1283	(565)	\$ 132.55
30	5/23/2024	6/25/2024	33	212	885	673	28043	29357	1314	(641)	\$ 128.06
31	6/25/2024	7/25/2024	30	885	1482	597	29357	30682	1325	(728)	\$ 119.52
32	7/25/2024	8/26/2024	32	1482	2121	639	30682	32109	1427	(788)	\$ 128.26
33	8/26/2024	9/25/2024	30	2121	2718	597	32109	33358	1249	(652)	\$ 116.67
						37008			33358	3650	\$ 3,752.44

Number of Full Months in Operation Cost of System (Less Incentives) Projected Payback (Years)	\$	33 10,183.00 7.46	
Total Cost of System Incentives	\$ \$	22,886.00 12,703.00	
Net Cost of System	\$	10,183.00	