AGENDA

REGULAR WATER COMMISSION MEETING
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, August 21, 2023
4:30 P.M.
Council Chambers – City Hall

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 July 24, 2023 (Attachment)
2. Approve the Invoices for July 2023 (Attachment)
3. Appearances
4. Old Business/New Business
    A. Approve CDL Reimbursement Policy (Attachment)
    B. Review of Water Job Descriptions (Attachment)
    C. Benchmark Report (Attachment)
    D. Director's Report (Attachment)
    E. Any Other Business That May Legally Come Before the Commission
    F. Adjournment

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
Regular Meeting – July 24, 2023
Hauser Room – City Hall

Present: President Schmeichel; Commissioners: Lang, Hemes, and Bauman, and Director Mach

Excused: Commissioner Steiner

Also Present: Deputy Director of Finance Kahl

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

Approve Meeting Minutes for June 19, 2023 – Following discussion, **M.S.C. Hemes/Lang to approve the June 19, 2023 Meeting Minutes**. All voting aye.

Approve the Invoices for June 2023 – Commissioners did not have any questions regarding the invoices and charges for June 2023.

Following discussion, **M.S.C. Schmeichel/Hemes to approve the June 2023 invoices**. All voting aye.

Appearances – None.

Old Business/New Business

Award Contract 2-23W for West Side Booster Station Building – Director Mach distributed a staff memo detailing a recommendation of award from the Board of Public Works and a recommendation of award from McMahon group. There were two bids received. RJM Construction LLC., of Black Creek, WI was the apparent low bidder. This firm has built other structures in our area, including a similar booster station. Staff toured this facility and were pleased with the work. The bid was within the Engineer's estimate and staff are recommending that the Commission award this contract to RJM Construction.

Following discussion, **M.S.C. Hemes/Schmeichel to award Contract 2-23W for West Side Booster Station Building to RJM Construction LLC., of Black Creek, WI in the amount of $501,150.00**. All voting aye.

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the 2nd Quarter of 2023 Financial Reports. Commissioners asked by the Revenue Bond Depreciation Fund Investments line on the balance sheet was zero and why the Cell Tower Lease Receivable and the Deferred Inflow Cell Tower Lease line items were present. Deputy Director Kahl explained that the Revenue Bond was paid off and eventually can be removed from the balance sheet. The cell tower leases are now covered under GASB 87 and must be recognized as both an asset and a liability on the balance sheet. Director Mach then explained that the Water Property Rental Revenue for 2023 showed a significant increase due to back rent paid from one of the cell providers.

Following discussion, **M.S.C Schmeichel/Bauman to approve the Financial Reports**. All voting aye.

Director's Report –

1. Water Loss Report – Staff are continuing leak detection efforts as time allows. Director Mach is completing the AWWA Water Loss Spreadsheet.

2. Solar installation update – The array continues to perform well.

3. Private lead service line replacement funding and project update – The program has ended, and staff are working on final invoices for reimbursement.

4. The following items were approved at the June 29, 2023 Board of Public Works meeting:

   - Pay Request No.3, Contract 1-23, Sanitary Sewer, Water Main and Street Construction on Burr Avenue, Chestnut Street, Dieckhoff Street and Laudan Boulevard to Don E. Parker Excavating, Inc., Hortonville, WI in the amount of $2,475.61 for Water on Burr Avenue., $65,003.97 for Water on Chestnut Street, $3,997.17 for Water on Dieckhoff Street, and $3,952.52 for Water on Laudan Boulevard.
   - Pay Request No. 1, Contract 1-23, David Tenor Corporation, Green Bay, WI, for Sanitary & Storm Sewer, Water Main and Street Construction on Brantwood Drive, Brantwood Court, Charles Court, Hughes Court, Memorial Court and Patrick Court in an amount of $215,266.20 for Water on Brantwood Drive and $27,823.60 for Water on Brantwood Court.
   - Pay Request No. 2, Contract 2-23, David Tenor Corporation, Green Bay, WI, for Sanitary & Storm Sewer, Water Main and Street Construction on Brantwood Drive, Brantwood Court, Charles Court, Hughes Court, Memorial Court and Patrick Court in an amount of $38,726.75 for Water on Brantwood Drive, $18,662.75 for Water on Brantwood Court, $53,114.50 for Water on Charles Court, $107,073.55 for Water on Hughes Court, $52,028.65 for Water on Memorial Court, and $48,492.75 for Water on Patrick Court.
   - Pay Request No. 3, Contract 6-23, Don Hietpas & Sons, Inc., for Sanitary & Storm Sewer, Water Main and Street Construction on Columbian Avenue and Beaulieu Road in an amount of $0.00 for Water.

5. The following items were approved at the July 19, 2023 Board of Public Works meeting:

   - Final Pay Request Contract 11A-22 Water Service Replacement Reddin Avenue & Zemlock Avenue to Don Hietpas & Sons Inc., Little Chute, WI, in the amount of $25.64 for Water.
   - Final Pay Request Contract 11B-22 Water Service Replacement Hunt Avenue, Madison Street and Nicolet Boulevard, Carl Bowers & Sons Construction Co., Kaukauna, WI, in the amount of $0.00 for Water.

6. The next regular Waterworks Commission meeting is scheduled for Monday, August 21, 2023.

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

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

Adjournment – **M.S.C. Schmeichel/Lang to adjourn at 5:04 p.m.** All voting aye.

Respectfully submitted,

Anthony L. Mach
Director, Neenah Water Utility

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@ci.neenah.wi.us
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: July 18, 2023

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Award Contract 2-23W West Side Booster Station Building

On July 18, 2023, Water Utility staff in conjunction with staff from McMahon Group opened and read aloud sealed bids for the West Side Booster Station Building project. Two bids were received, and both were evaluated. Attached is the bid tabulation. The low bid of $501,150.00 was submitted by RJM Construction LLC of Black Creek, WI.

The budgeted amount for the complete Booster Station project is $1,300,000. The Engineer's estimate for the construction of the building was between $500,000 and $550,000.

The award was recommended by the Board of Public Works at the July 19, 2023 meeting.

Staff recommends awarding Contract 2-23W West Side Booster Station Building to RJM Construction LLC of Black Creek, WI in the amount of $501,150.00.

McMAHON
ENGINEERS ARCHITECTS

July 18, 2023

Neenah Water Utility
211 Walnut Street
Neenah, WI 54956

Re: Neenah Water Utility
Water Booster Station Building Construction
Letter of Recommendation
McM. No. N0002-09-22-00496-A

On July 18, 2023, bids were received via QuestCND online bidding services for the above referenced project. Two (2) bids were received, ranging in price from $501,150.00 to $733,843.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract N0002-09-22-00496-A to the low bidder, RJM Construction, LLC, in the amount of $501,150.00.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Anthony S. Kappell, P.E.
Associate / Senior Water & Wastewater Engineer

ASK:jlh

Enclosures: Notice of Awards (3 copies each)
Bid Tabulation

McMAHON
ENGINEERS ARCHITECTS

BID TABULATION

Owner:	Neenah Water Utility
Project Name:	Water Booster Station Building Construction
Contract No.	N0002-09-22-00496-A
Bid Date:	Tuesday, July 18, 2023
Bid Time:	Received until 11:00 a.m., local time
Project Manager:	Anthony S. Kappell, P.E.

Contract No. N0002-09-22-00496-A	RJM CONSTRUCTION, LLC 601 W. Forest Street Black Creek, WI 54106	MIRON CONSTRUCTION CO., INC. 1471 McMahon Drive / PO Box 509 Neenah, WI 54956 / 54957-0509
BASE BID	$501,150.00	$733,843.00
Bid Security - 5%	Yes	Yes
Addenda - #1	Yes	Yes

WATER UTILITY CASH ACTIVITY
July 2023

Cash Balance Jul 1, 2023		$4,171,865
Cash Receipts		
Water Collection Receipts	654,470	
Other Water Receipts	36,032	
		690,502
Cash Distributions		
Check Register	857,259	
WE Energies	18,980	
Disbursements to the City	144,170	
		1,020,409
Cash Balance Jul 31, 2023		**3,841,958**

JULY DISBURSEMENTS TO THE CITY

Payroll	98,028
Payroll Benefits	39,738
Vehicle Fuel & Fluids	1,778
Vehicle Maintenance	441
Postage	195
IS/GIS Services	3,990
Total Disbursements to the City	**144,170**

REPLACEMENT FUND RESERVES AS OF JULY 2023

Sludge Lagoon	$1,638,413
Vehicles	214,050
Painting Towers	628,995
Painting Hydrants	63,500
GAC Media Replacement	530,000
Pump Rehab	92,000
Meters/Endpoints	400,000
Total Replacement Fund Reserves	**$3,566,958**

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
07/06/2023	888	N & M AUTO SUPPLY	794358	29.15	#87 WIPER BLADES		Water	40004017709290
07/13/2023	906	KRUEGER TRUE VALUE	150606	30.01	PAINTING SUPPLIES		Water	40004027706520
		KRUEGER TRUE VALUE	150794	83.07	RESTORATION SEED &	FERTILIZER	Water	40004027706750
		KRUEGER TRUE VALUE	150794	83.07	RESTORATION SEED &	FERTILIZER	Water	40004027706770
		KRUEGER TRUE VALUE	150807	26.16	RESTORATION TOOLS & EQUIP		Water	40004027706750
		KRUEGER TRUE VALUE	150807	26.17	RESTORATION TOOLS & EQUIP		Water	40004027706770
		KRUEGER TRUE VALUE	150809	31.99	RESTORATION MATERIALS		Water	40004027706750
		KRUEGER TRUE VALUE	150809	31.99	RESTORATION MATERIALS		Water	40004027706770
		KRUEGER TRUE VALUE	150845	5.02	STRAW STAKES		Water	40004027706750
		KRUEGER TRUE VALUE	150858	36.88	SAW BLADES		Water	40004027706780
		KRUEGER TRUE VALUE	150885	273.16	SUMP PUMP, CHECK VALVE,	OUTLET, COUPLERS	Water	40004027706520
		KRUEGER TRUE VALUE	150975	33.86	BRUSHES, PLYWOOD		Water	40004027706520
		KRUEGER TRUE VALUE	150976	-12.50	CREDIT-RETURNED PLYWOOD		Water	40004027706520
		KRUEGER TRUE VALUE	151023	17.98	ELECTRICAL CONNECTORS		Water	40004027706520
		KRUEGER TRUE VALUE	151076	34.77	DOOR SWEEP, FOAM SEALER		Water	40004027706520
		KRUEGER TRUE VALUE	151284	8.62	NUTS & BOLTS		Water	40004027706780
07/13/2023	909	MICHELS	451707	642.73	BACKFILL		Water	40004027706520
		MICHELS	452145	93.45	BACKFILL		Water	40004027706750
		MICHELS	452145	107.96	BACKFILL-RIVER ST		Water	40000002070520
		MICHELS	452145	1,488.00	COLD PATCH		Water	40004027706730
07/13/2023	914	RUEKERT & MIELKE INC	147226	6,486.40	DESIGN/BID SVCS 3/31-5/19	CECIL ST TOWER REPAINTING	Water	40004027706720

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
07/20/2023	930	MICHELS	452654	387.23	BACKFILL		Water	40004027706730
		MICHELS	452654	1,617.15	BACKFILL & COLD PATCH		Water	40000002070510
07/31/2023	939	U S BANK	07-12-23	95.60	AMZN MKTP US*JB21P0KL3	LEAK DETECTION TABS	Water	40004017706630
		U S BANK	07-12-23	90.14	AMZN MKTP US*J13R219Z3	PIPETTE/LABELS	Water	40004017706430
		U S BANK	07-12-23	460.32	BADGER METER INC	JUNE METER READS	Water	40004017706630
		U S BANK	07-12-23	505.05	BLACKBURN MANUFACTURING	LOCATE FLAGS	Water	40004017706620
		U S BANK	07-12-23	325.00	CAL GAS DIR	CALIBRATION GAS	Water	40004017706430
		U S BANK	07-12-23	8,902.00	CORE & MAIN - WI005	T082119/STUART & PARK VIL	Water	40004027706730
		U S BANK	07-12-23	420.00	CORE & MAIN - WI005	T096058/RESTRAINT COUPLIN	Water	40004027706730
		U S BANK	07-12-23	6,240.00	CORE & MAIN - WI005	T096058/SERVICE PARTS	Water	40004027706750
		U S BANK	07-12-23	540.00	FERGUSON ENT	RESTRAINT COUPLING	Water	40004027706730
		U S BANK	07-12-23	4,949.53	IN *AERATION POWER SYSTEM	MIXER FOR CECIL TOWER	Water	40004027706720
		U S BANK	07-12-23	359.59	LINCOLN CONTRACTORS SUPPL	SHOVELS/HOSE/ COUPLINGS	Water	40004027706780
		U S BANK	07-12-23	2,572.92	MIDWEST METER - JACKSON	METER ENDPOINTS	Water	40000002070508
		U S BANK	07-12-23	440.00	SERVICE MOTOR COMPANY DAL	SERVICE CALL BACKHOE	Water	40004017709290
		U S BANK	07-12-23	106.98	TDS METROCOM	JUN TDS PHONE	Water	40004017706430
		U S BANK	07-12-23	5.09	TDS METROCOM	JUN TDS PHONE	Water	40004017706630
		U S BANK	07-12-23	50.94	TDS METROCOM	JUN TDS PHONE	Water	40004017706650
		U S BANK	07-12-23	7.09	TDS METROCOM	JUN TDS PHONE	Water	40004017709030
		U S BANK	07-12-23	9.46	TDS METROCOM	JUN TDS PHONE	Water	40004017709210
		U S BANK	07-12-23	331.44	ZORO TOOLS INC	BALL VALVES/FIRE	Water	40004027706520

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
07/31/2023	939					HOSES		
07/31/2023	940	U S BANK	07-12-23	15.00	BADGER LABORATORIES INC	LAB TEST	Water	40004017706420
		U S BANK	07-12-23	298.49	BUY INSULATION PRODUCTS	PIPE INSULATION	Water	40004027706520
		U S BANK	07-12-23	1,785.00	CORE & MAIN - WI005	FUSION WELD WW LINE	Water	40004027706520
		U S BANK	07-12-23	231.00	EMS INC	ANNUAL HOIST INSPECTION	Water	40004017706430
		U S BANK	07-12-23	448.79	HAWKINS INC	AQ307	Water	40004017706410
		U S BANK	07-12-23	20.00	HAWKINS INC	ENVIRONMENTAL FEE	Water	40004017706410
		U S BANK	07-12-23	358.54	HAWKINS INC	LIME PUMP O-RINGS	Water	40004027706520
		U S BANK	07-12-23	6,320.16	HAWKINS INC	LPC-31	Water	40004017706410
		U S BANK	07-12-23	8,966.40	KEMIRA WATER SOLUTIONS	FERRIC SULFATE	Water	40004017706410
		U S BANK	07-12-23	96.71	KUNDINGER INC	BRAIDED TUBING	Water	40004027706520
		U S BANK	07-12-23	765.00	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	40004017706420
		U S BANK	07-12-23	11.98	THE UPS STORE 2376	LAB SHIPPING	Water	40004017706420
		U S BANK	07-12-23	833.65	USABLUEBOOK	CL17 COLORIMETER	Water	40004027706520
		U S BANK	07-12-23	1,660.63	USABLUEBOOK	LAB REGTS/ELEMNTS/ STNDRDS	Water	40004017706420
		U S BANK	07-12-23	28.00	WI STATE HYGIENE LAB	LAB TEST	Water	40004017706420
		U S BANK	07-12-23	141.22	WM SUPERCENTER #2986	VINEGAR/TP/PAPER PLATES	Water	40004027706520
		U S BANK	07-12-23	55.50	4TE*CULLIGAN WATER CONDIT	LAB WATER	Water	40004017706420
07/31/2023	965	U S BANK	07-25-23	102.19	ENGINEERING CONSULTING S	DENSITY TEST CHARLES CT/1	Water	40000002070517
		U S BANK	07-25-23	238.92	ENGINEERING	DENSITY TEST	Water	40000002070511

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
07/31/2023	965				CONSULTING S	CHESTNUT/108		
		U S BANK	07-25-23	102.19	ENGINEERING CONSULTING S	DENSITY TEST HUGHES CT/10	Water	40000002070515
		U S BANK	07-25-23	102.19	ENGINEERING CONSULTING S	DENSITY TEST MEMORIAL CT/	Water	40000002070516
		U S BANK	07-25-23	102.18	ENGINEERING CONSULTING S	DENSITY TEST PATRICK CT/1	Water	40000002070518
		U S BANK	07-25-23	23.11	U.S. CELLULAR	AIRTIME 5/22-6/21	Water	40004017706260
		U S BANK	07-25-23	23.09	U.S. CELLULAR	AIRTIME 5/22-6/21	Water	40004017706430
		U S BANK	07-25-23	98.65	U.S. CELLULAR	AIRTIME 5/22-6/21	Water	40004017706620
		U S BANK	07-25-23	38.96	U.S. CELLULAR	AIRTIME 5/22-6/21	Water	40004017706630
		U S BANK	07-25-23	118.22	U.S. CELLULAR	AIRTIME 5/22-6/21	Water	40004017706650
		U S BANK	07-25-23	19.32	U.S. CELLULAR	AIRTIME 5/22-6/21	Water	40004017709020
07/31/2023	987	U S BANK	07-25-23	249.00	AMAZON.COM*PY11A57A3 AMZN	MINI FRIDGE	Water	40004017709210
		U S BANK	07-25-23	26.00	BADGER LABORATORIES INC	LAB TEST	Water	40004017706420
		U S BANK	07-25-23	605.00	CENTRAL TEMPERATURE EQUI	ANNUAL AC/CO2 INSPECTION	Water	40004017706430
		U S BANK	07-25-23	58.51	CINTAS CORP	MATS, MOPS DISTRIBUTION	Water	40004017706650
		U S BANK	07-25-23	58.50	CINTAS CORP	MATS, MOPS TREATMENT	Water	40004017706430
		U S BANK	07-25-23	852.70	DURABLE CONTROLS LLC	PH PROBES	Water	40004027706520
		U S BANK	07-25-23	160.00	FEMALS TOWING INC	F350 TOWING	Water	40004017709290
		U S BANK	07-25-23	25.00	FERRELL*GAS LP	ANNUAL SERVICE/PROPANE	Water	40004027706520
		U S BANK	07-25-23	939.97	HAWKINS INC	AQUA AMMONIA	Water	40004017706410
		U S BANK	07-25-23	1,256.06	HAWKINS INC	HYDROFLUOSILICIC ACID	Water	40004017706410
		U S BANK	07-25-23	5,105.76	HAWKINS INC	SODIUM	Water	40004017706410

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
07/31/2023	987					PERMANGANATE		
		U S BANK	07-25-23	435.00	IN *GRAPHIC COMPOSITION L	2022 WQR	Water	40004017709270
		U S BANK	07-25-23	9,219.84	KEMIRA WATER SOLUTIONS	FERRIC SULFATE	Water	40004017706410
		U S BANK	07-25-23	60.22	KUNDINGER INC	QUICK COUPLINGS	Water	40004027706780
		U S BANK	07-25-23	37.27	MENARDS APPLETON WEST WI	BLEACH/PIPE TAPE/SPLASH B	Water	40004027706520
		U S BANK	07-25-23	64.57	MORTON SAFETY, LLC	HYDRATION	Water	40004027706780
		U S BANK	07-25-23	505.73	NORTHERN LAKE SERVICE- IN	LAB TEST	Water	40004017706420
		U S BANK	07-25-23	150.90	NORTHERN TOOL EQUIP	BLADES/TAPE/TOOLS	Water	40004027706780
		U S BANK	07-25-23	412.68	SP ACFS1	COMPRESSOR PARTS	Water	40004027706510
		U S BANK	07-25-23	361.00	SQ *FIRE SERVICES PLUS LL	ANNUAL EXTINGUISHER INSPE	Water	40004017706430
		U S BANK	07-25-23	118.78	SUPERIOR CHEMICAL CORP	CLEANING SUPPLIES	Water	40004027706520
		U S BANK	07-25-23	5.94	SUPERIOR CHEMICAL CORP	SALES TAX	Water	40004027706520
		U S BANK	07-25-23	-5.94	SUPERIOR CHEMICAL CORP	SALES TAX REFUND	Water	40004027706520
		U S BANK	07-25-23	15.00	SVDP NEENAH	RAGS	Water	40004027706780
		U S BANK	07-25-23	33.13	WM SUPERCENTER #2986	CLEANING SUPPLIES/PENS	Water	40004027706520
07/06/2023	57016	AQUA-PURE OF WISCONSIN	1325	20,707.79	BULK POLYMER AF 4120		Water	40004017706410
07/06/2023	57023	GRAYMONT WESTERN LIME INC	35206245RI	4,155.98	HYDRATED LIME		Water	40004017706410
07/06/2023	57027	HEARTLAND BUSINESS SYSTEMS LLC	611438H	44.00	JUN OFFICE 365 G1	LICENSES	Water	40004017706430
07/06/2023	57038	PUBLIC SERVICE COMMISSION	2305I04030	1,589.13	MAY SERV-WEST SIDE	BOOSTER STATION	Water	40000002070506
07/06/2023	57040	ROBERT J IMMEL EXCAVATING	19983	190.00	PLANT BLACK DIRT		Water	40004027706520

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
		INC						
07/06/2023	57046	WESTWOOD INFRASTRUCTURE INC	1230600044	371.25	SERV THRU 5/27 FOX RIVER	WM CROSSING INSP	Water	40000002070519
07/13/2023	57058	DAVID TENOR CORPORATION	CN2-23 PAY #1	27,823.60	WATER CONSTR-BRANTWOOD	COURT	Water	40000002070522
		DAVID TENOR CORPORATION	CN2-23 PAY #1	215,266.20	WATER CONSTR-BRANTWOOD	DRIVE	Water	40000002070521
		DAVID TENOR CORPORATION	CN2-23 PAY #2	18,662.75	WATER CONSTR-BRANTWOOD	COURT	Water	40000002070522
		DAVID TENOR CORPORATION	CN2-23 PAY #2	38,726.75	WATER CONSTR-BRANTWOOD	DRIVE	Water	40000002070521
		DAVID TENOR CORPORATION	CN2-23 PAY #2	53,114.50	WATER CONSTR-CHARLES	COURT	Water	40000002070517
		DAVID TENOR CORPORATION	CN2-23 PAY #2	107,073.55	WATER CONSTR-HUGHES	COURT	Water	40000002070515
		DAVID TENOR CORPORATION	CN2-23 PAY #2	52,028.65	WATER CONSTR-MEMORIAL	COURT	Water	40000002070516
		DAVID TENOR CORPORATION	CN2-23 PAY #2	48,492.75	WATER CONSTR-PATRICK	COURT	Water	40000002070518
		DAVID TENOR CORPORATION	WATER MAIN	8,080.00	RELAYED INTERSECTION	CROSS & VALVES	Water	40004027706730
07/13/2023	57059	DON E PARKER EXCAVATING INC	CN1-23 PAY #3	2,475.61	WATER CONSTR-BURR AVE		Water	40000002070514
		DON E PARKER EXCAVATING INC	CN1-23 PAY #3	65,003.97	WATER CONSTR-CHESTNUT ST		Water	40000002070511
		DON E PARKER EXCAVATING INC	CN1-23 PAY #3	3,997.17	WATER CONSTR-DIECKHOFF ST		Water	40000002070513
		DON E PARKER EXCAVATING INC	CN1-23 PAY #3	3,952.52	WATER CONSTR-LAUDAN BLVD		Water	40000002070512
07/13/2023	57064	GRAYMONT WESTERN LIME INC	35206542RI	3,928.29	HYDRATED LIME		Water	40004017706410
07/13/2023	57071	MENTZEL, MICHAEL	000044347	432.42	OVERPD FINAL ACCOUNT	000013878	Water	40000003070000
07/20/2023	57104	DIVERSIFIED BENEFIT	385957	75.65	JUL SERVICES-HRA		Water	40004017709260

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
		SERVICES INC						
07/20/2023	57107	GRAYMONT WESTERN LIME INC	35206950RI	4,147.47	HYDRATED LIME		Water	40004017706410
		GRAYMONT WESTERN LIME INC	35207168RI	4,577.33	HYDRATED LIME		Water	40004017706410
07/20/2023	57112	JOHN'S SAW SERVICE	13929	156.58	SAW CHAPS/HARD HAT/PPE		Water	40004017706430
		JOHN'S SAW SERVICE	13962	24.99	BRUSH CUTTER BLADE		Water	40004027706520
07/20/2023	57132	WISCONSIN MEDIA	5722515	245.03	WESTSIDE BOOSTER STATION	AD	Water	40000002070506
		WISCONSIN MEDIA	5722515	85.47	2022 WQR AD		Water	40004017709270
07/27/2023	57144	DREDSKE, MICHAEL	000016835	261.24	OVERPD FINAL ACCOUNT	000017950	Water	40000003070000
07/27/2023	57150	GRAYMONT WESTERN LIME INC	35207460RI	4,930.58	HYDRATED LIME		Water	40004017706410
07/27/2023	57151	HYDRITE CHEMICAL COMPANY	2687616	10,230.00	SODIUM HYPOCHLORITE		Water	40004017706410
07/27/2023	57153	JIM FISCHER INC	1085931IN	71,178.40	CONCRETE REPAIRS-BYRD AVE		Water	40000002070525
07/27/2023	57177	VAN RITE PLUMBING INC	9423	3,500.00	MISC SERVICES-309 QUARRY	CITY SIDE	Water	40000002070510
Overall - Total				**857,258.80**				

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@ci.neenah.wi.us
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: August 17, 2023

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: CDL Reimbursement Policy

In past years, when an employee was hired for a position that required a CDL and that employee did not possess one, the Water Utility would assist in the process by allowing the employee to obtain their temps and drive the dump truck for training purposes. After the required time and training were accumulated, the employee would use our dump truck to take the final driver's test. This system worked out well. However, with the new rules in place requiring classroom time and a significant out of pocket cost to the employee, staff believe it is important to have a reimbursement policy to address this issue.

Staff are proposing the following language added to the employment agreement for all employees that are hired with the Water Utility and do not have a current CDL:

In order to ensure availability of the training program, the City will enroll you in the CDL course and make the payment for your training. All employees will be required to reimburse the City within 24 months of training commencement. Please select which option you would like to utilize for payment reimbursement:

□ *Pay in Full (Check to City of Neenah) within 60 days of training enrollment.*
□ *Payroll Deduction*

- *13 Payroll Deductions over the course of 6 months*
- *26 Payroll Deductions over the course of 12 months*
- *52 Payroll Deductions over the course of 24 months*

Should you leave employment prior to the full reimbursement of payment to the City, any funds owed the City will be taken out of your final pay and/or any applicable payouts.

In addition, those employees who have subsequently acquired and held a new CDL license for one year and are in good standing with the Water Utility shall be reimbursed their direct costs associated with the acquisition of their CDL. Any outstanding balance owed to the City for their CDL license shall be deducted from the reimbursement.

Staff recommends approving the CDL Reimbursement Policy.

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@ci.neenah.wi.us
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: August 17, 2023

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Review of Water Utility Job Descriptions

As part of the process of updating all Water Utility job descriptions, staff would like to bring forth one or more updated job description for Waterworks Commission consideration during each of the following meetings until all positions have been reviewed and updated.

Staff request no action at this time but will bring the discussed and reviewed job descriptions to the following months' meetings for approval.

JOB DESCRIPTION

Job Title: Filtration Plant Mechanical Technician **Dept.:** Water Utility

FLSA Status: Non-Exempt **Date:** Proposed

Reports to: Water Treatment Manager

JOB PURPOSE AND REPORTING STRUCTURE: This is a skilled technical position responsible for the diagnosis, repair, and preventative maintenance of diverse and complex mechanical equipment systems comprising of, or supporting, water pumping, treatment, handling, storage, and disposal functions and facilities. The Mechanical Technician possesses specialized knowledge of diagnostic, maintenance, repair, and related safety techniques and practices.

This employee exercises independent judgment and demonstrates an intermediate to advanced level of mechanical expertise with the ability to resolve complex or unique equipment and repair problems. The employee also understands the interrelationship among mechanical, hydraulic, electrical, and instrumentation sub-systems for proper and sustained function of water treatment and pumping processes. This work is performed under the direction of the Water Plant Foreman and/or the Water Treatment Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position performs a wide variety of skilled maintenance tasks in the repair, preventative maintenance, predictive maintenance, calibration, and optimization of mechanical, hydraulic, and pneumatic systems including, but not limited to:

- Mechanical power transmission systems using belts, chains, and clutches
- Hydraulic fluid power transmission systems
- Vertical turbine and multi-stage pumps
- Horizontal centrifugal, progressive cavity, piston, rotary, peristaltic, positive displacement, and centrifugal pumps.
- Mechanical equipment lubrication and pump seal systems
- Manual and power-actuated isolation, control, and regulating valves and gates
- Pneumatic power and instrument air compressors and dryers
- Centrifugal, positive displacement, rotary, and turbine blowers or fans
- Boilers and associated instrumentation
- Mechanical and pneumatic mixers
- Gearing systems

- Dry and liquid chemical storage and handling systems
- Volumetric and gravimetric chemical feeder systems
- Filtration system pumps and valves
- Ultraviolet (UV) treatment systems
- Diesel and gasoline fired engine-generator sets
- Heating, ventilating, and air conditioning systems (HVAC)
- Other duties as assigned

This position requires the knowledge and ability to perform and the following tasks:

- Maintains, inspects, repairs, installs, diagnoses, lubricates, and adjusts mechanical equipment including but not limited to electric motors, pumps, engines, generators, blowers, valves, regulators, air compressors, fans, hydraulic systems, and mixers.
- Participates in the development, planning and implementation of ongoing preventative and predictive maintenance programs.
- Operates a variety of maintenance shop equipment including welders, drill presses, hydraulic presses, grinders, lathes, and saws.
- Operates a variety of equipment, including a forklift, man-lift, or tractor
- Uses common hand and power tools and specialized alignment equipment.
- Provides general preventative and corrective equipment maintenance and repair direction and advice as needed to less experienced employees assisting with maintenance work.
- Uses shimming, rigging, jacks, hoists, pullers, and presses to install or remove equipment and components.
- Works from blueprints, plans, maintenance manuals, manufacturer specification sheets.
- Utilizes fall protection to ascend elevated facilities and/or enter confined spaces.
- Maintain and monitor as needed the operation of fixed and portable back-up or emergency power generation equipment.
- Keeps records of maintenance performed and materials used.
- Works at multiple locations including treatment facilities, lift pump stations, elevated water storage facilities, pressure regulating valve stations, air or vacuum release sites.
- Works safely and adheres to appropriate safety, confined space, and lockout/tagout policies and procedures.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

PERSONAL CLOTHING/EQUIPMENT AND ADDITIONAL PPE REQUIRED: Requires the wearing of long pants, safety boots meeting or exceeding ASTM F2413-18 specifications, and a sleeved short while on-duty. During the course of work, the use of hearing protection, safety glasses, slip-resistant shoes, waterproof boots, waterproof outerwear, a chemical apron, gloves, face shield, N95 dust mask, a hard hat, a climbing harness; a fall-protection device; and air monitoring device; a half-mask or full-mask respirator, or a self-contained breathing apparatus (SCBA) may be required.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Requires an Associate's Degree from an accredited technical college or the completion of an accredited apprenticeship program in the field of industrial maintenance or a related field, and five or more years of experience in the maintenance of mechanical equipment and systems in an industrial environment; or any equivalent combination of education, experience, and training. Neenah Water Utility may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this position.

LANGUAGE SKILLS: The employee must possess the ability to perform the following additional tasks:

- Prepare forms, reports, and routine correspondence.
- Communicate effectively with employees at all levels within the organization as well as with vendors and citizens.

MATHEMATICAL SKILLS:

- Calculate percentages, fractions, decimals, chemical dosages, volumes, ratios, and spatial relationships.
- Create and interpret basic descriptive statistical reports.

REASONING ABILITY:

- Apply common sense understanding to carry out detailed ~~but~~ written or oral instructions.
- Use testing equipment and standard office equipment (personal computer, calculator, phone, fax, and copy machine).
- Read blueprints, reports, memoranda, and other written communications in English.
- Use specialized measurement equipment to determine distance, orientation, angles, clearances, leveling, and component alignment.
- Analyze and diagnose mechanical equipment malfunctions, problems, and anomalies.
- Research, identify, and requisition required replacement parts and supplies.

- Deal with problems involving a few concrete variables while exercising judgment, decisiveness and creativity in critical and/or unexpected situations.

CERTIFICATIONS AND LICENSING: Requires a valid Wisconsin driver's license. Must possess and maintain a Wisconsin DNR Waterworks Operating License with subclasses S, L, and D or obtain these subclasses within one year of employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Sit, bend, stoop, climb and or kneel.
- Use hands to finger, grasp, hold or feel and for fine manipulation purposes.
- Reach with hands and arms with a coordinated movement of more than one limb simultaneously.
- Lift and/or move more than 50 pounds regularly.
- Work while wearing a Self-Contained Breathing Apparatus (SCBA)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to dirt, grit, dampness, fumes or airborne particles. The workplace contains hazards such as moving mechanical parts; flashing lights; sounds in excess of 90 dB; slippery surfaces; hazardous, toxic or caustic chemicals; various adverse environmental conditions for extended periods of time; risk of electrical shock or arc flash; and vibration. The employee must be able to work in confined spaces and at high elevations. The noise level in the work environment is a combination of moderate and loud.

MANAGEMENT APPROVAL _____ DATE:_____

EMPLOYEE ACKNOWLEDGMENT _____ DATE: _____

COMPLETED BY: Anthony L. Mach, Director DATE: January 11, 2022

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be required for the position.

JOB DESCRIPTION

Job Title: Filtration Plant Mechanical Technician **Dept:** Water Utility

FLSA Status: Non-Exempt **DATE:** September 1, 2017

Reports to: Water Quality Manager

JOB PURPOSE AND REPORTING STRUCTURE: Under general supervision, provides repair, troubleshooting, and maintenance on all pumping and filtration equipment, buildings, water towers, auxiliary power, and other related treatment and communications equipment for the City of Neenah Water Filtration Plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Repairs and maintains all water plant and water storage facility equipment.

Repairs and maintains filtration equipment including pumps, electric motors, generators, chemical feed equipment, electrical equipment, instrumentation, boilers, heaters, diesel and gas engines, valves, pipes, meters, basins, mixers and cathodic protection systems, and filters.

Perform general building maintenance, including carpentry, plumbing, and electrical work. Inspects, repairs, and maintains, equipment and structures.

Maintains records of maintenance work using personal computer.

Organizes maintenance projects and directs others as assigned to the projects.

Manages and maintains inventory of replacement parts.

Performs all essential tasks of the Water Treatment Plant Operator including plant operation and water quality lab testing procedures.

Performs all essential tasks of the Utility Distribution Maintenance Technician positions.

Maintains, repairs and calibrates laboratory instruments, chemical feed systems, and online instrumentation.

Maintains, repairs, and calibrates ultraviolet light (UV) disinfection system.

Operates, maintains, and performs necessary testing on emergency power generating equipment.

Starts up and shuts down pumping and filtration plant systems.

Provides and documents preventative maintenance to all applicable equipment.

Effectively communicates with supervisor, co-workers, citizens, and vendors. This may include providing a variety of reports as requested.

Follows and complies with all safety and work-related regulations.

Responds to water quality complaints in a timely manner.

Regular attendance and punctuality required.

PERSONAL CLOTHING/EQUIPMENT REQUIRED: Requires the use of safety glasses, safety shoes and hearing protection. May require the use of a chemical apron, gloves, face shield, N95 dust mask, a half-mask or full-mask respirator, or a self-contained breathing apparatus (SCBA).

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires an Associates Degree in the maintenance of industrial equipment, or four years experience in the electro/mechanical field with demonstrated ability in diagnostics and repairing mechanical systems and control equipment.

LANGUAGE SKILLS: Ability to prepare forms, reports, and routine correspondence. Ability to communicate effectively with employees at all levels within the organization as well as with vendors and citizens. Ability to read and interpret written documentation.

MATHEMATICAL SKILLS: Ability to calculate percentages, fractions, decimals, chemical dosages, volumes, ratios, and spatial relationships. Ability to create and interpret basic descriptive statistical reports.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but written or oral instructions. Ability to deal with problems involving a few concrete variables. Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid driver's license. Must possess and maintain a Wisconsin DNR Waterworks Operating License for (surface water treatment), (lime softening), and (distribution) within one year of employment.

OTHER SKILLS AND ABILITIES: Electronic testing and installation equipment; standard office equipment including but not limited to personal computer, calculator, phone, fax , copy machine. Ability to operate a variety of small hand tools and power tools including but not limited to grinders, and drill presses, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, bend, stoop, climb and or kneel. The employee frequently is required to use hands to finger, grasp, hold or feel and for fine manipulation purposes. The individual is frequently required to talk and hear. The employee is frequently required to reach with hands and arms with a coordinated movement of more than one limb simultaneously.

The employee must be able to frequently lift and/or move more than 50 pounds regularly. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be able to work while wearing a Self Contained Breathing Apparatus (SCBA)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to dirt, grit, dampness, fumes or airborne particles. The employee is also regularly exposed to moving mechanical parts; hazardous, toxic or caustic chemicals; various adverse outside weather conditions for extended periods of time; risk of electrical shock; and vibration.

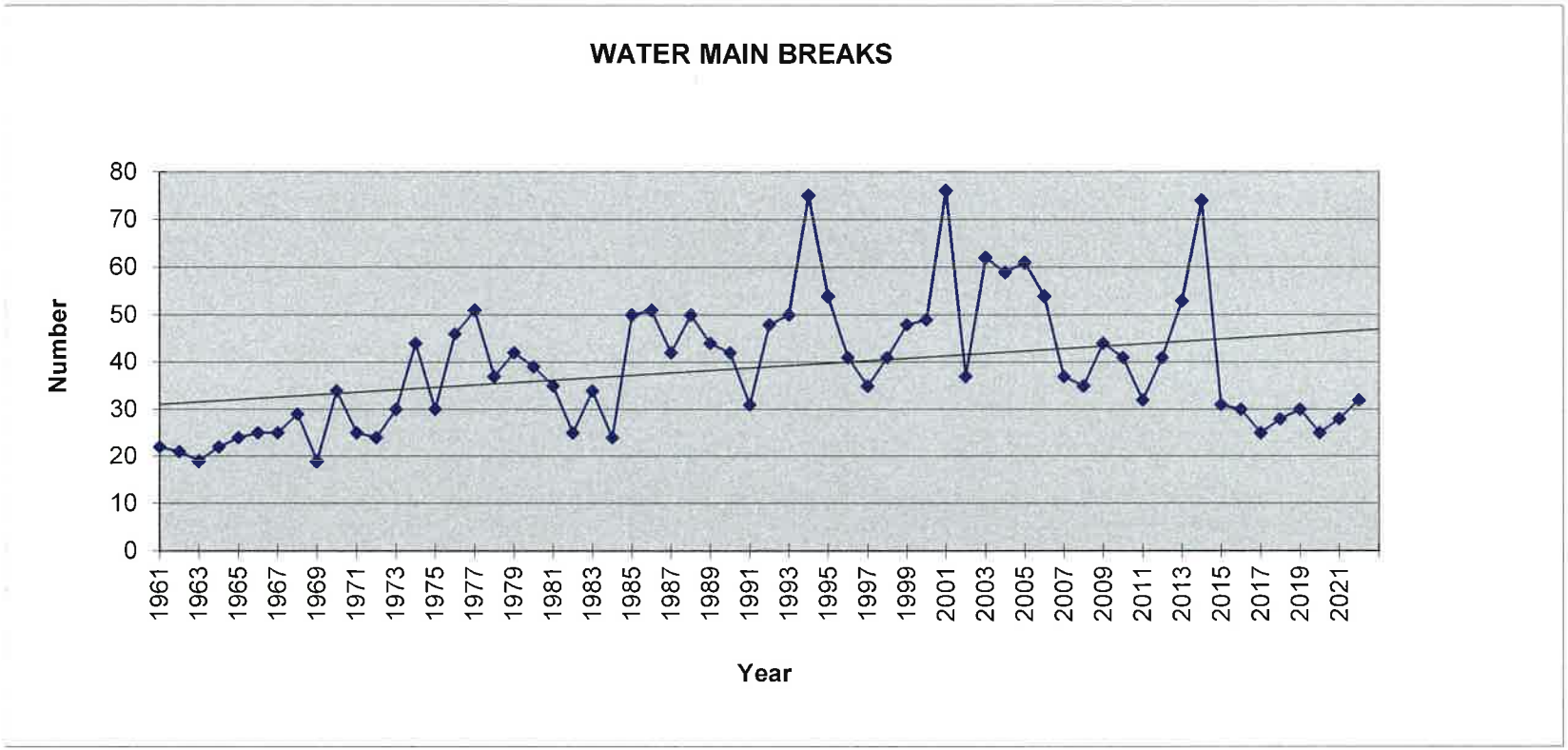
The employee must be able to work in confined spaces and at high elevations.
The noise level in the work environment is a combination of moderate and loud.

MANAGEMENT APPROVAL _____ DATE:_____

EMPLOYEE ACKNOWLEDGMENT _____ DATE: _____

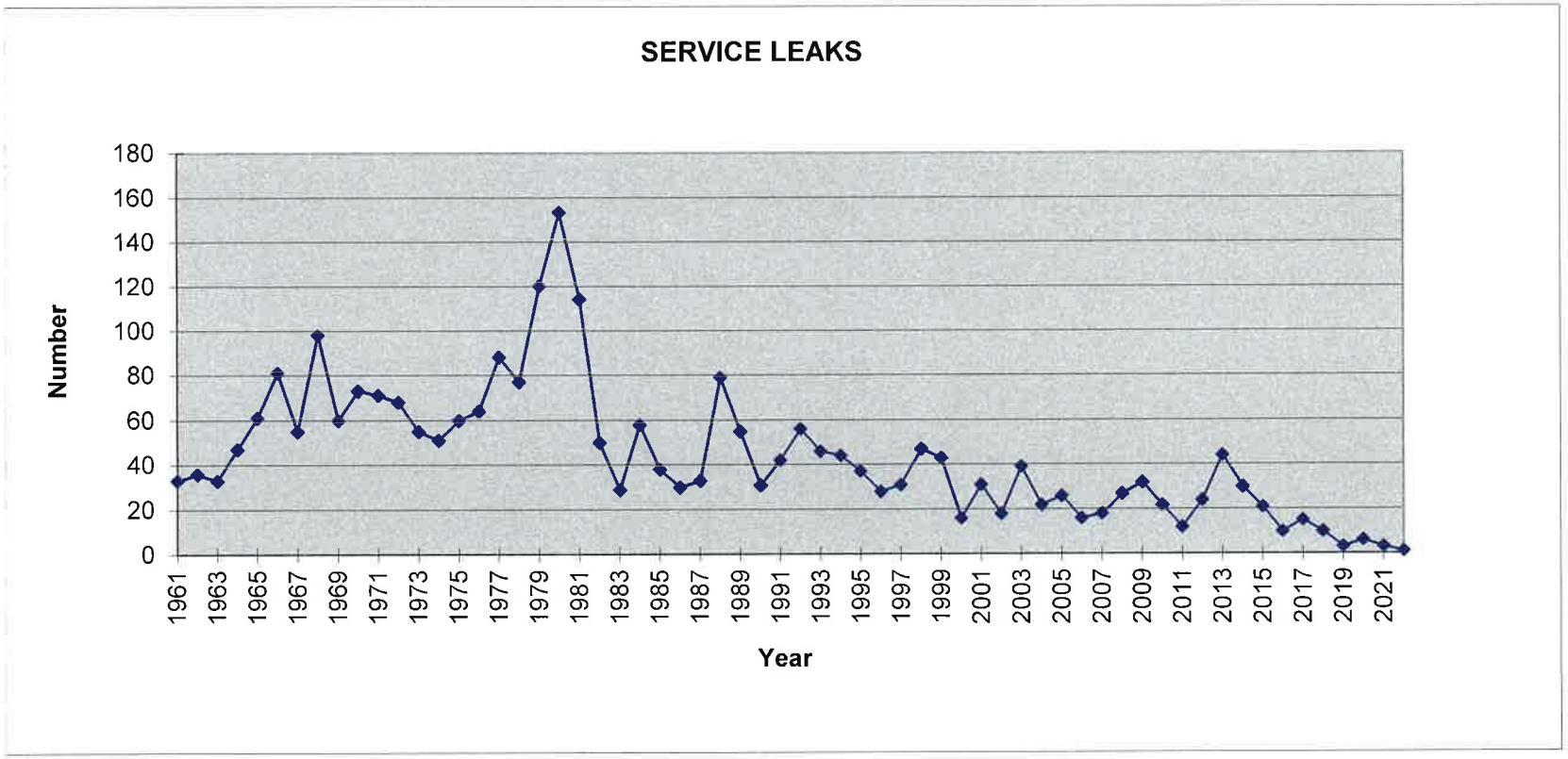
COMPLETED BY: Kent Taylor, Water Utility Director DATE: September 1, 2017

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.



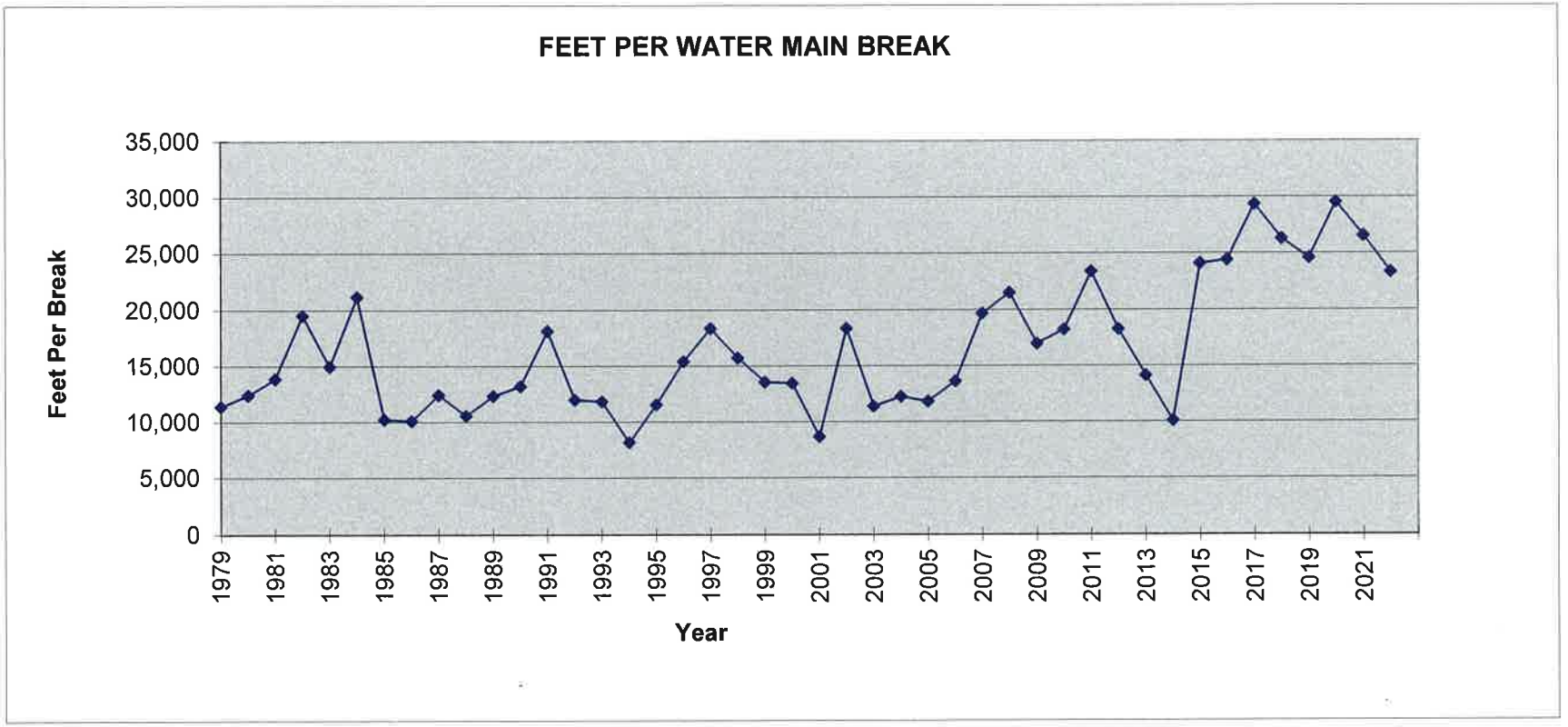
WATER MAIN BREAKS

This traces the history of water main breaks in the Neenah distribution system. Breaks are related to many factors including surface loading, soils, backfill, pump operation, pipe quality, and pipe age. With an aggressive pipe replacement program, the overall direction for water main breaks is predicted to trend lower year over year. There were 32 water main leaks repaired in 2022.



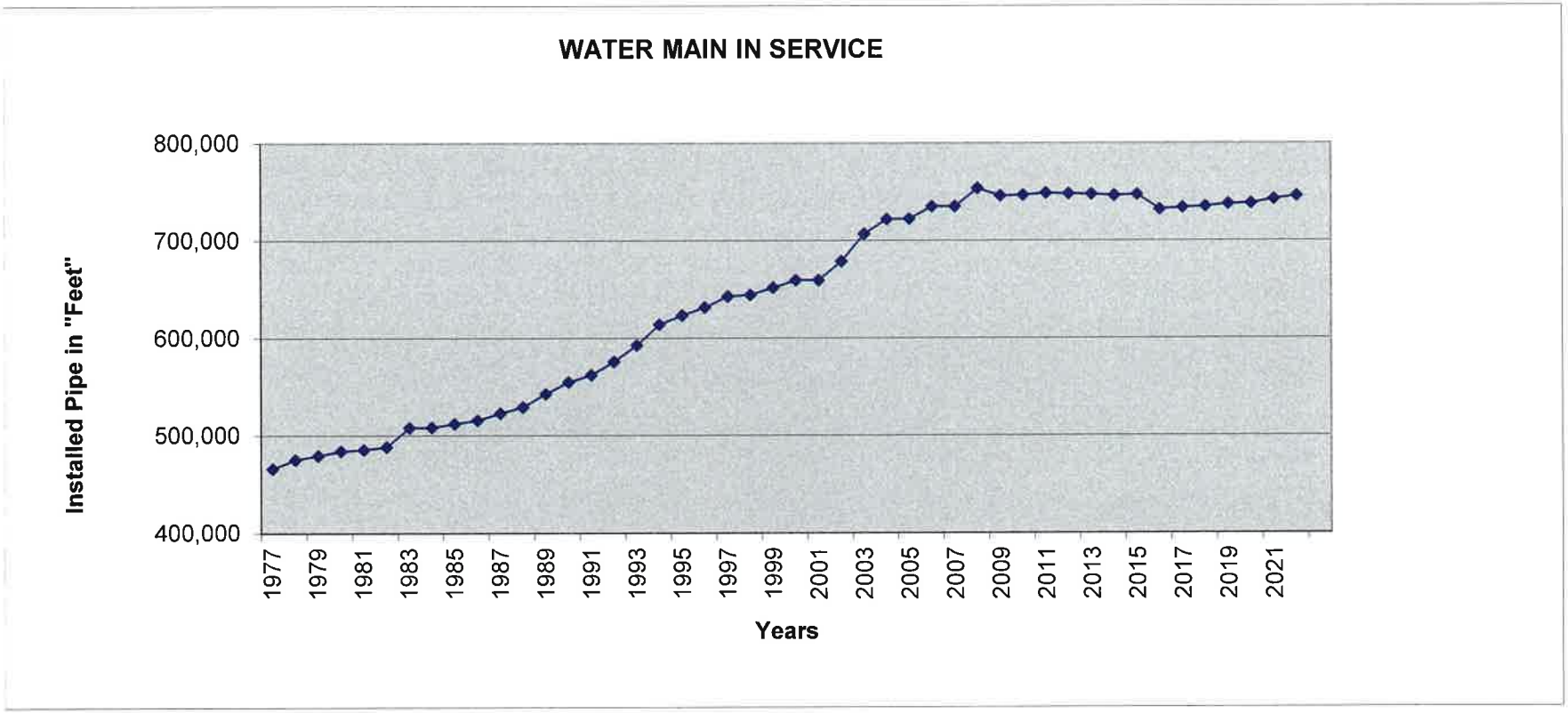
SERVICE LEAKS

We are responsible for repairing leaks on the water service into a property from the water main to and including the curb stop. There has been a significant decline in the number of service leaks since the 1970's, and the long-term trend indicates that there will be only a few leaks per year in the future. As part of the recent aggressive water main replacement program, we have replaced many old lead services connected to the main. In addition, copper pipe has been used since the 1960's and polyethylene since the 2010's. Both of these materials are more reliable than lead. There was one service leak repaired in 2022.



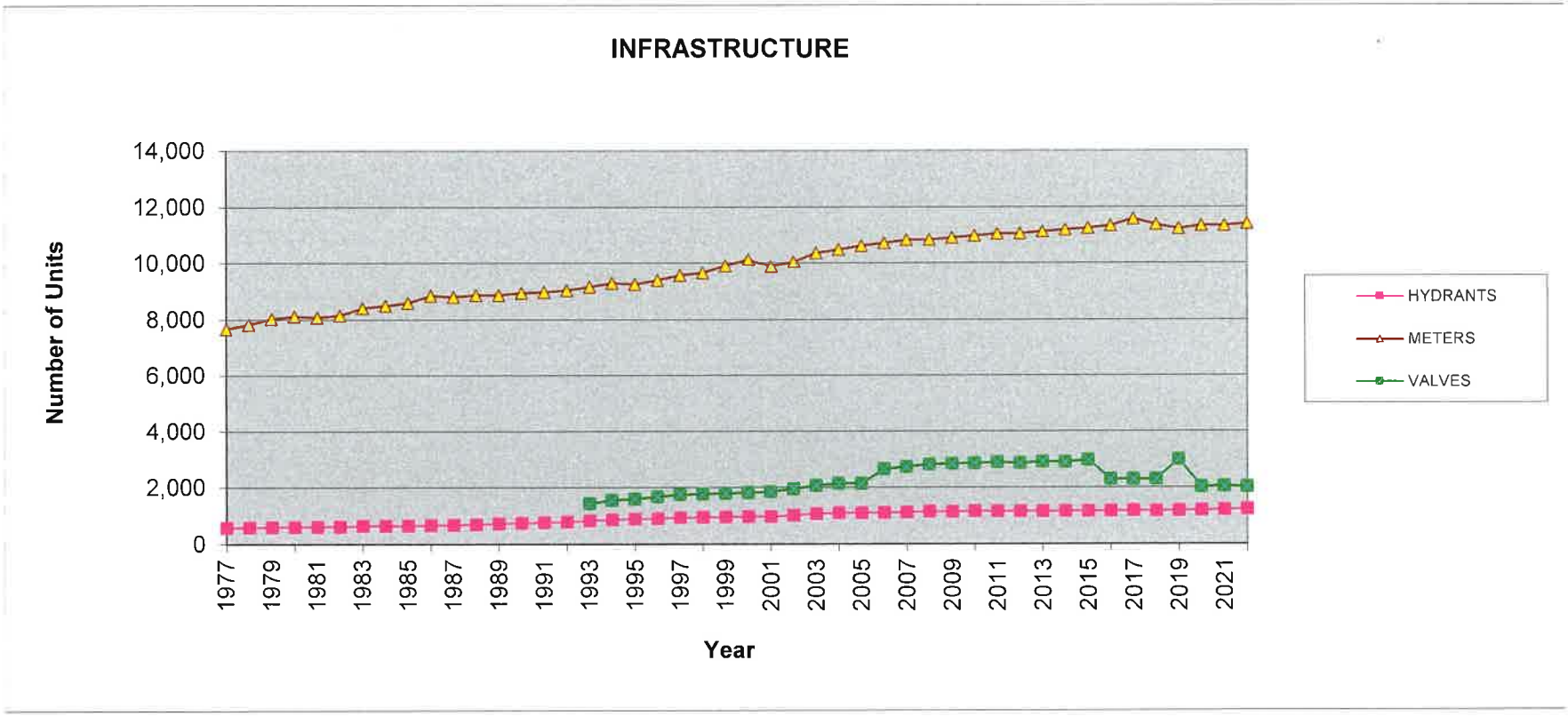
FEET PER BREAK

This chart indicates the number feet of water main in the distribution system per main break. There is nearly 746,279 feet of water main in the distribution system. As a metric, there is approximately 23,321 ft of water main per water main break in 2022.



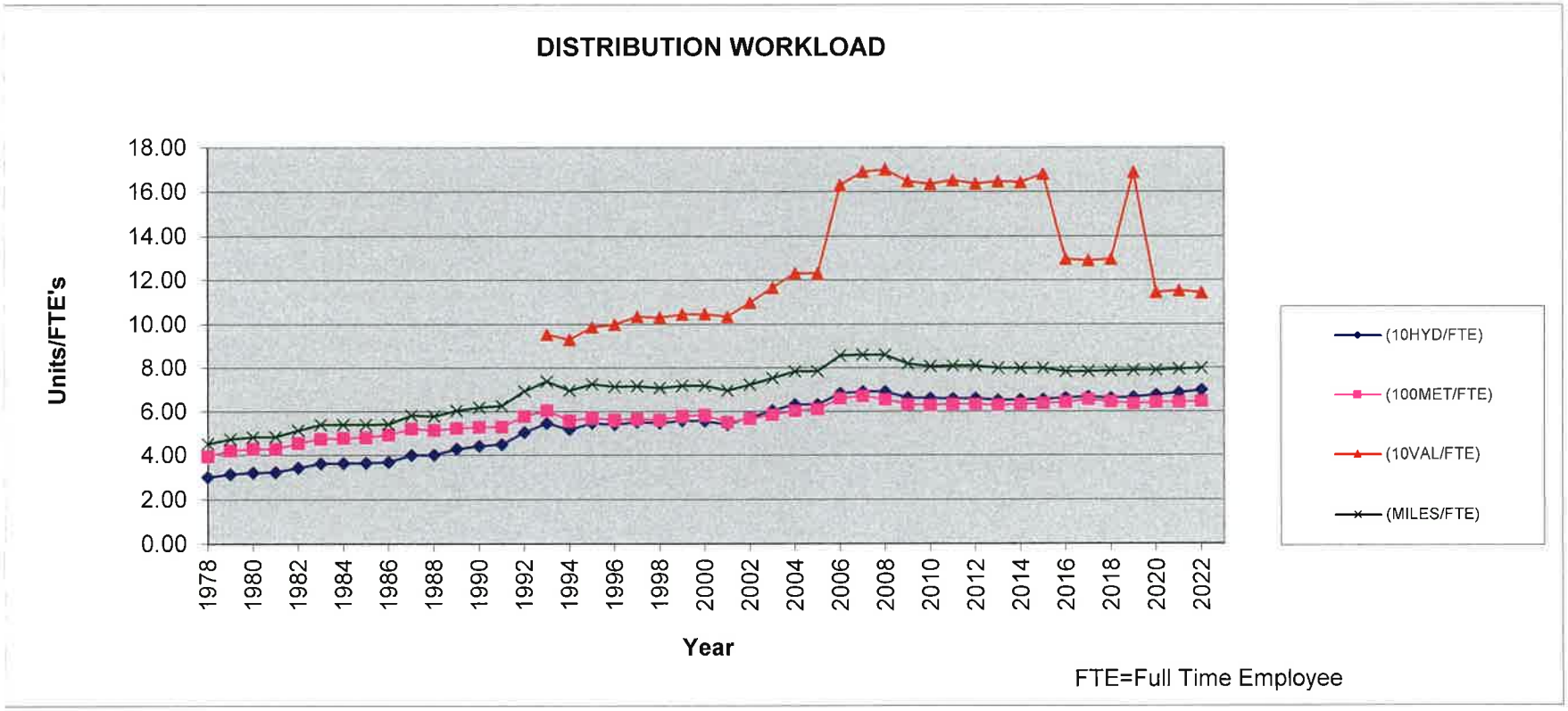
WATER MAIN IN SERVICE

This graph reflects infrastructure as it is related to the growth of the City and manpower needed to maintain the system. Even though water consumption has fluctuated over the years, the newly installed water main has steadily increased in Neenah. This does not reflect replaced water main. Total water main was recalculated in 2016 via the GIS transition. The City has 746,279 feet of water main as of 2022. The steady increase in water mains is due to City expansion.



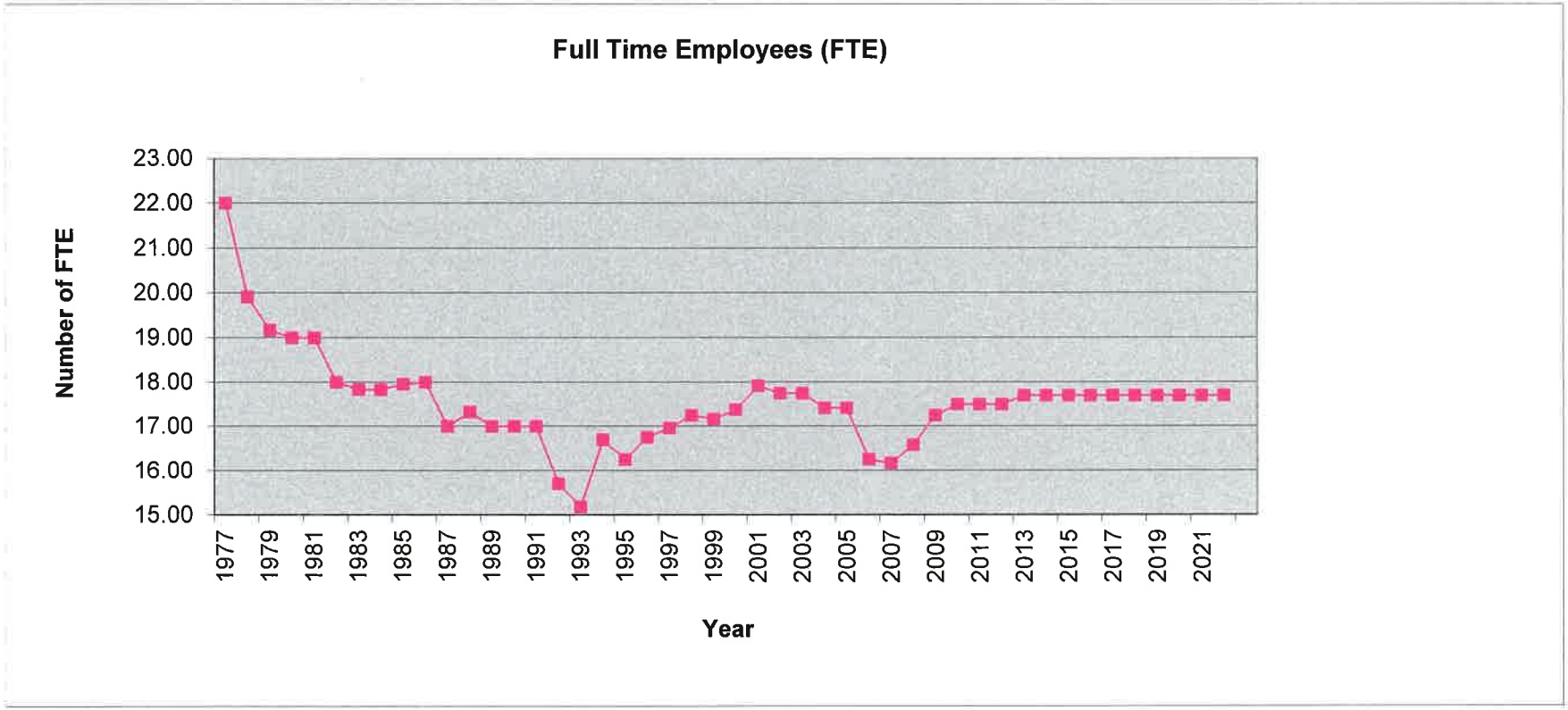
INFRASTRUCTURE

This graph reflects infrastructure as it is related to the growth of the City and manpower needs. Hydrants, meters and valves all require a fixed amount of annual maintenance. As the number of units increase the size of the staff should increase. The DNR and the PSC dictate the frequency of maintenance on these items. (i.e., all valves must be operated every 2 to 5 years, all hydrants exercised every 2 years, and residential meters shall be tested and exchanged every 10 years.) The valve total for 2022 reflects only main valves (not hydrant valves or service valves as previously reported). In 2022 there were 1,235 Hydrants, 11,409 Meters, and 2,024 Valves.



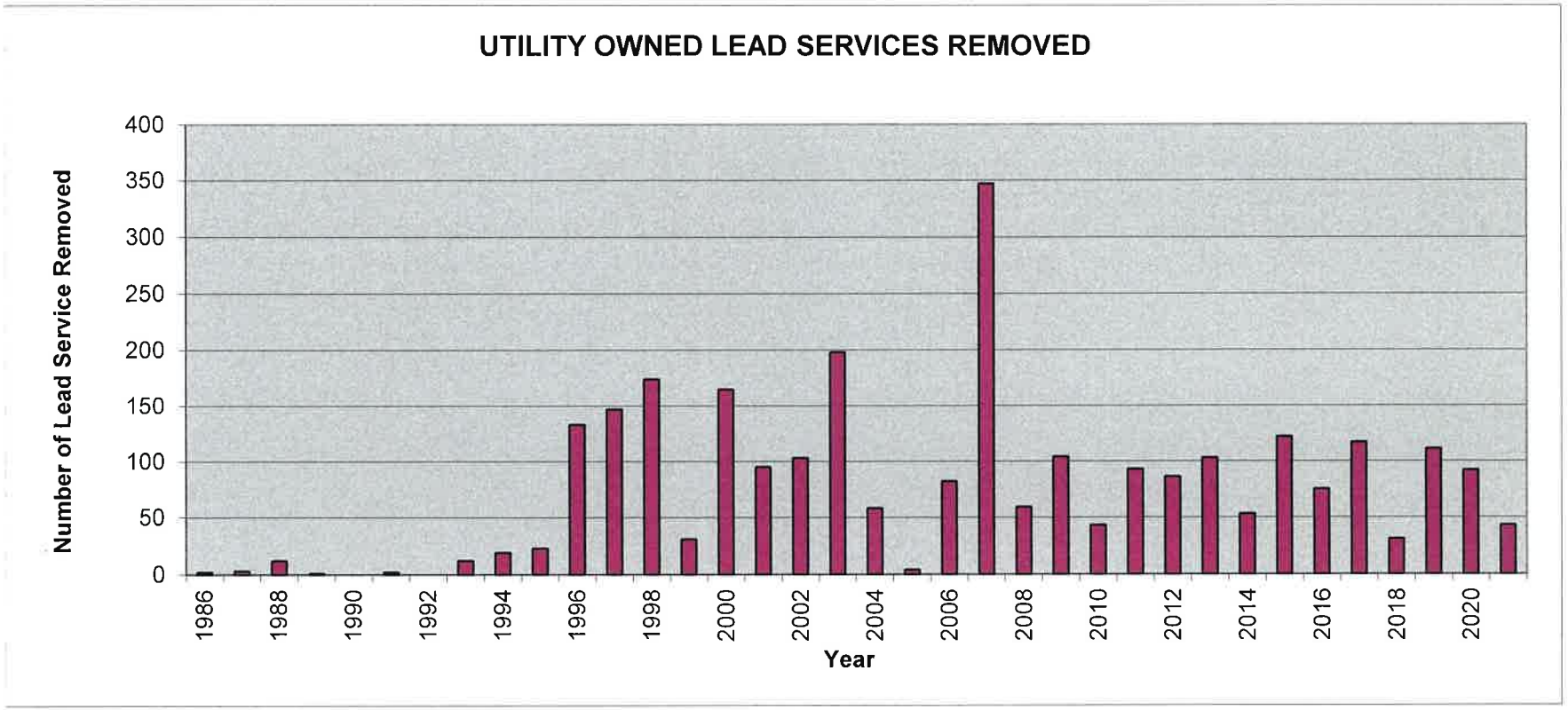
DISTRIBUTION WORKLOAD

This shows the relationship between the number of full time employees (FTE's) and the number of hydrants (HYD), meters (MET), valves (VAL) and miles of pipe (MILES). As these curves continue to rise, we will eventually need additional labor to maintain the infrastructure. The large jump in valves per FTE in 2006 reflects the increase in valves carried on the books. In 2016, adjustments were made to water main and valve totals. In 2020, an adjustment was made to include only main valves (not hydrant or other valves). In 2022 there were 17.70 Full time employees, 1,235 Hydrants, 11,409 Meters, and 2,024 Valves.



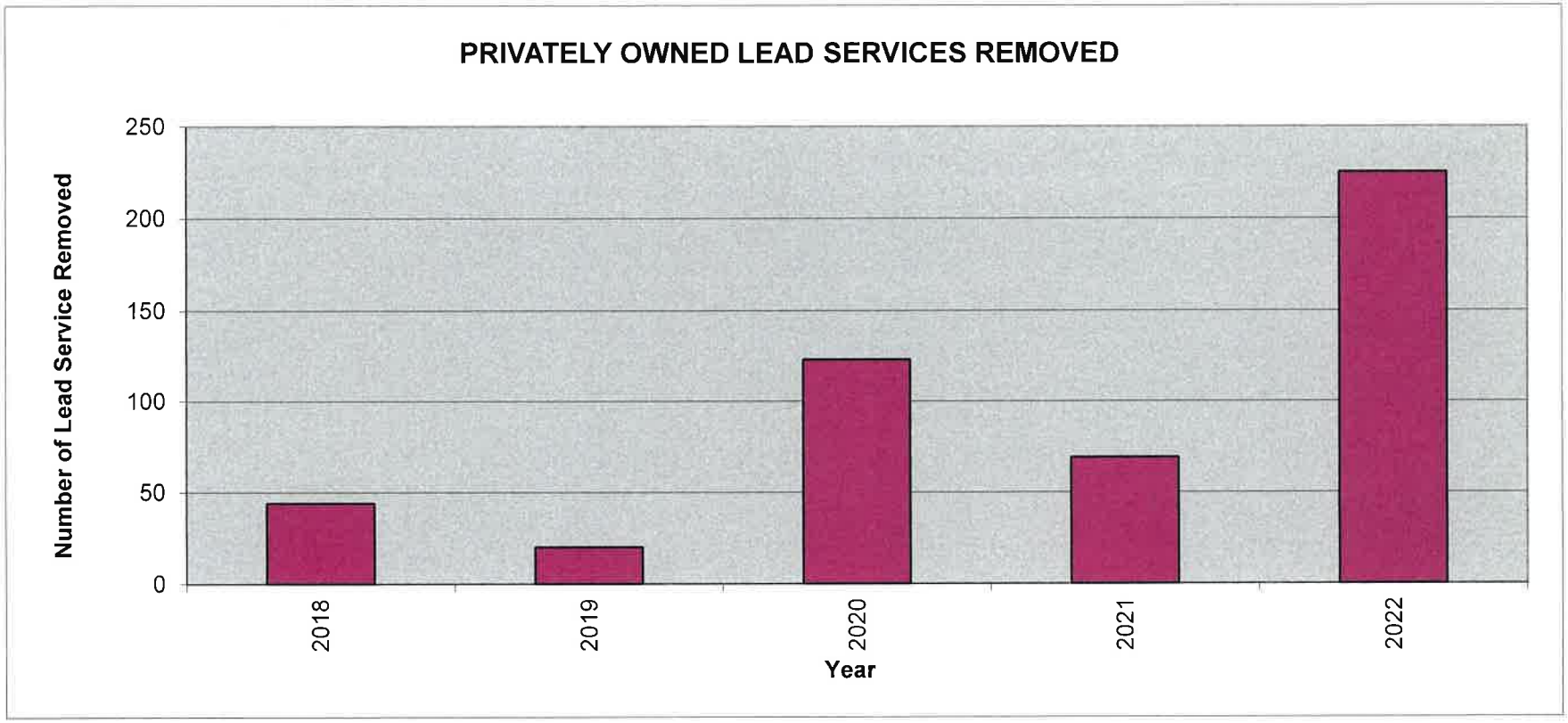
FULL TIME EMPLOYEES (FTE)

This shows the number of full time employees working at the Utility since 1978. It accounts for resignations, retirements, injuries and partial year work. It does not account for vacation and sick leave. Vacation time off increases as employee longevity increases. FTE's would be reduced if vacation and sick leave were factored in. Workload per unit would then increase. At full employment with no partial year work, we have 17.7 FTE's.



LEAD SERVICES REMOVED

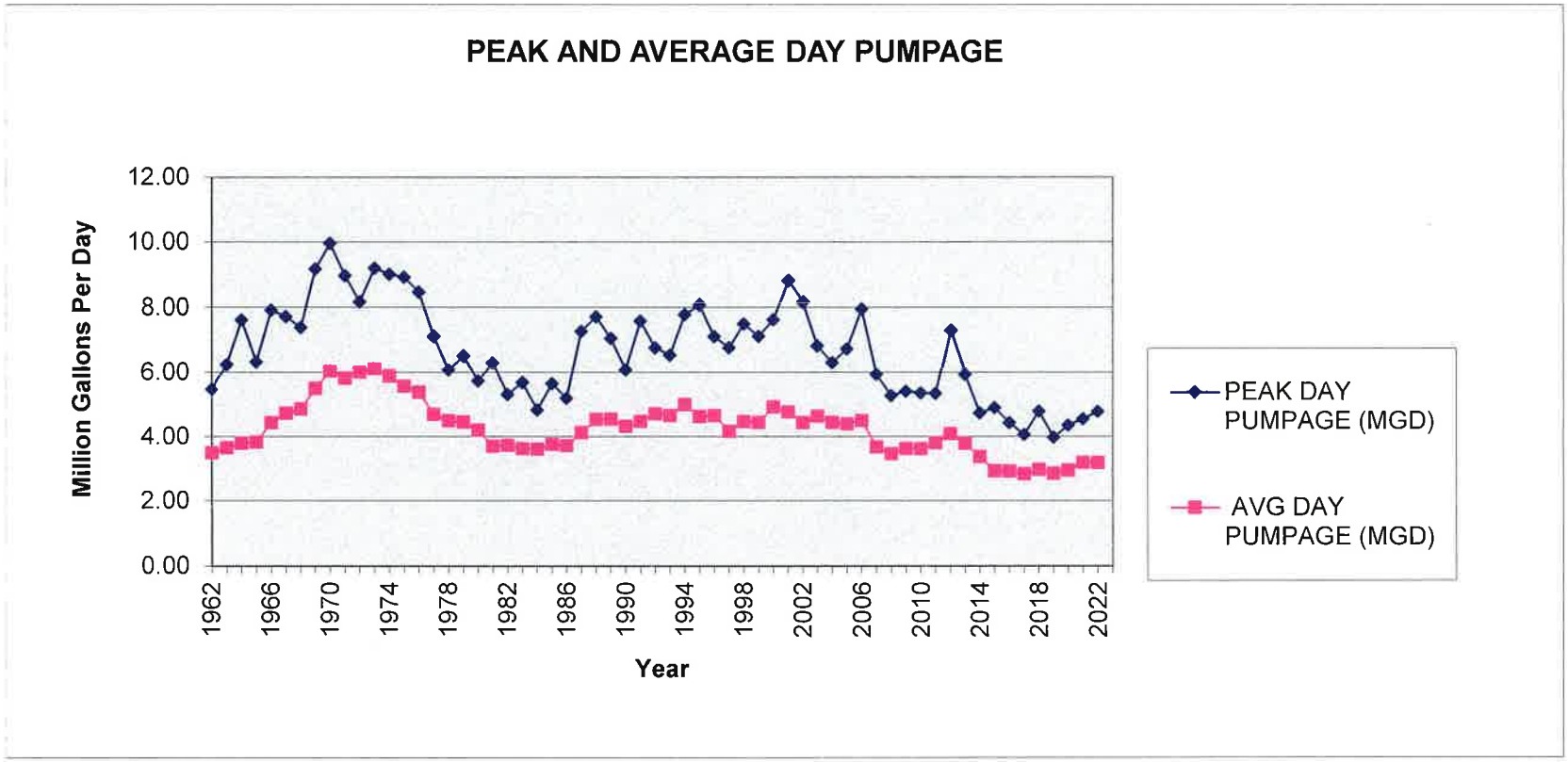
This graph shows the progress in removing lead services from the distribution system. We started with approximately 5,000 lead services and we have approximately 2,250 remaining as of 12/31/2022. Our replacement is from the water main to and including the curb stop. The homeowner is responsible for replacement from the curb stop to the house and inside the house. Recent tests have shown that lead is at an acceptable level. In 2022, 43 lead service lines were removed.



PRIVATELY OWNED LEAD SERVICES REMOVED

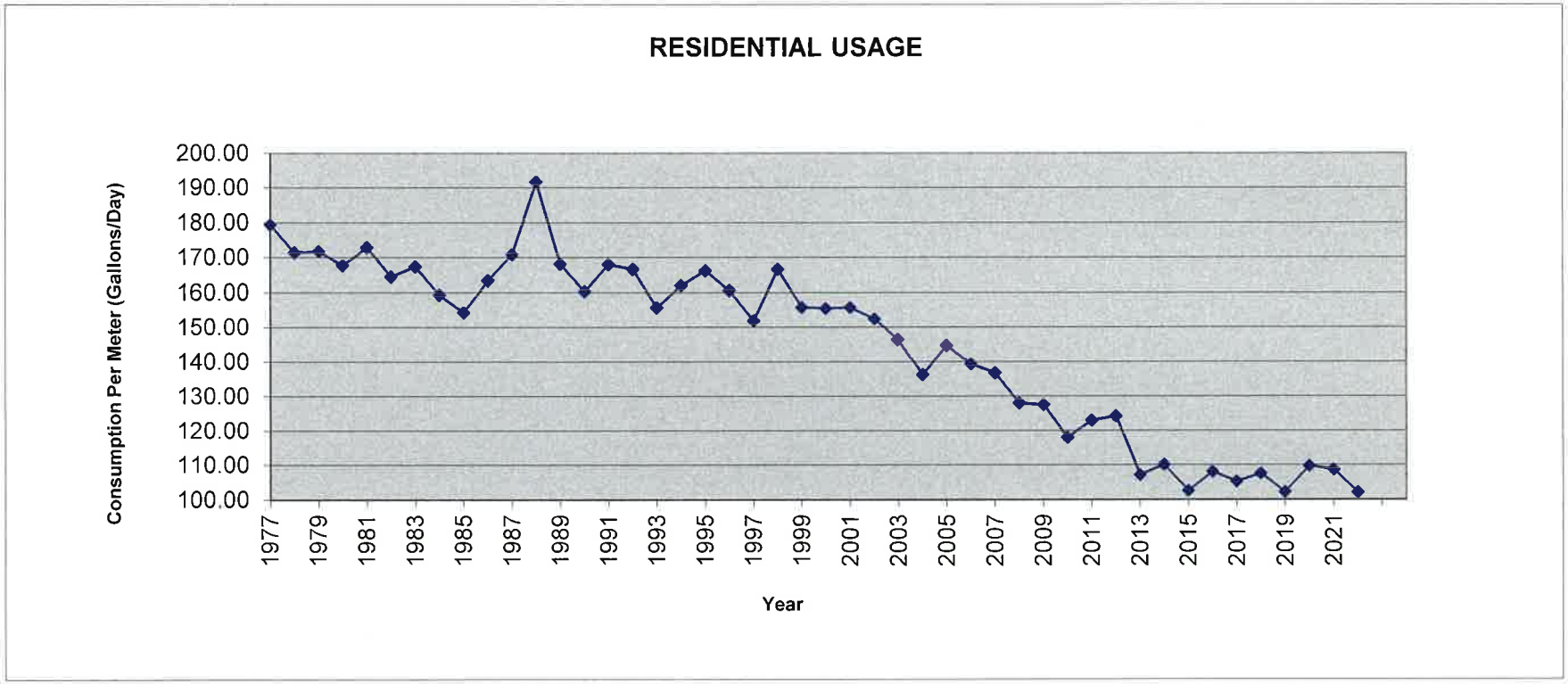
This graph shows the progress in removing privately owned lead services that were completed through City contracts. The replacement is from the curb stop to the house. In 2022, 225 lead service lines were removed.

NEENAH WATER UTILITY



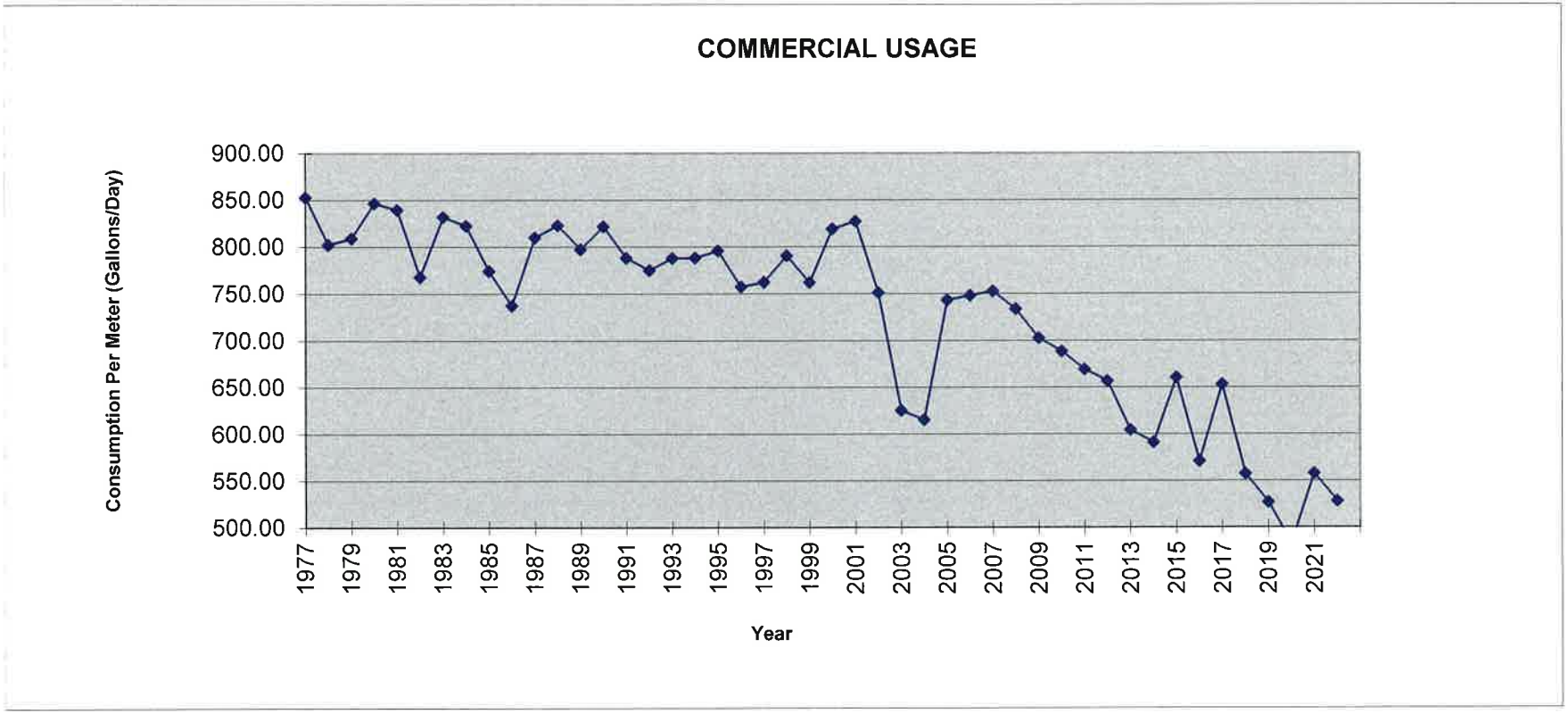
PEAK AND AVERAGE DAY PUMPAGE

This tracks the peak day pumpage plus lost water (the sum of the two equals pumpage) throughout the City, and the peak day pumpage each year. This is a basic planning tool. Projections of these curves can be used to determine the adequacy of water treatment plant capacity. The peak day pumpage depends upon weather and related residential use.



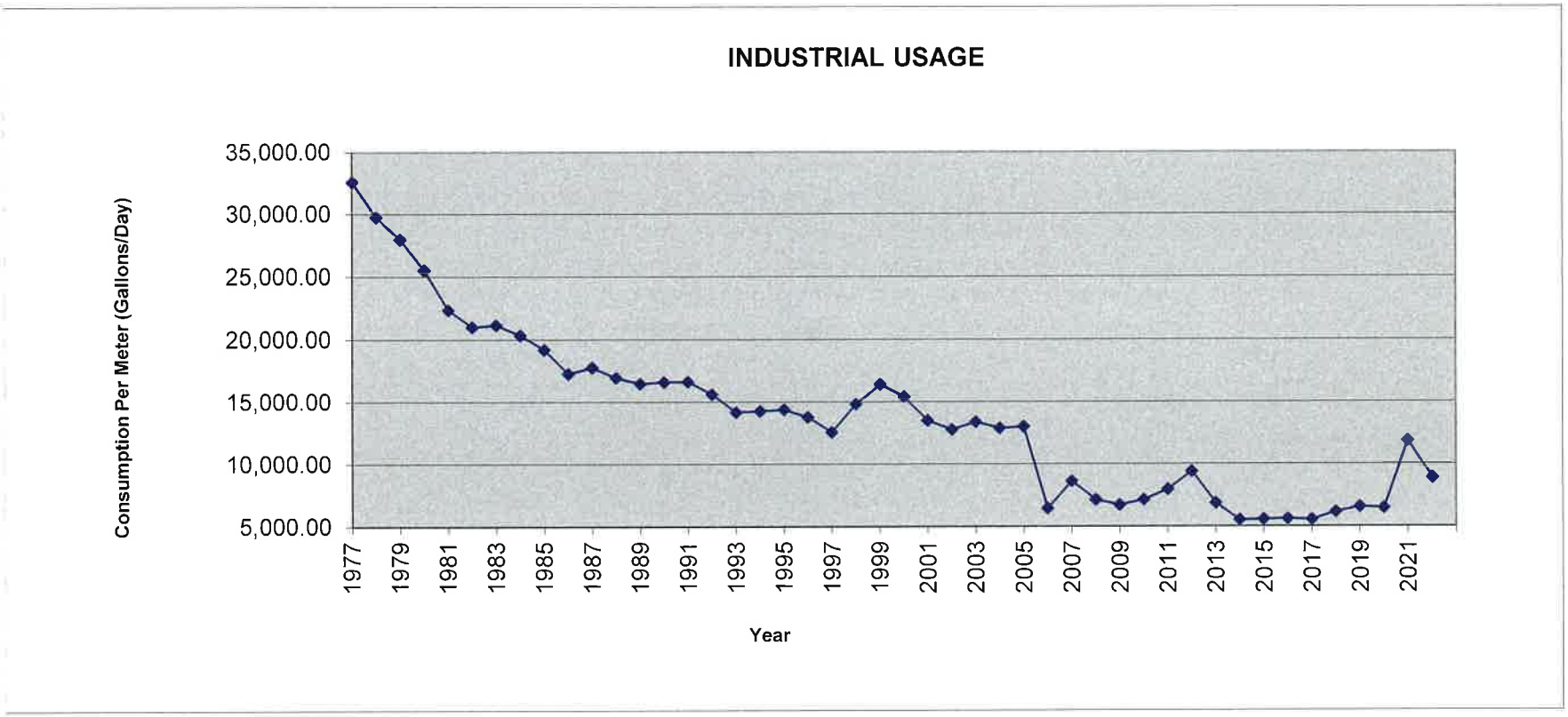
RESIDENTIAL USAGE

This shows the residential consumption per metered account in gallons per day. The curve shows a decreasing trend, with a recent uptick due to new construction, indicating average residential consumption is declining. This may be due to conservation related to rate increases, the general economy or environmental issues. In 2011, residential consumption inexplicably began to increase despite the rate increase. 1988 and 2012 were "drought" years. 2013, 2014 and 2015 had higher than normal precipitation during the early summer months. Work from home and other COVID-19 related influences likely impacted the per meter 7.5% increase in water usage from 2019 to 2020.



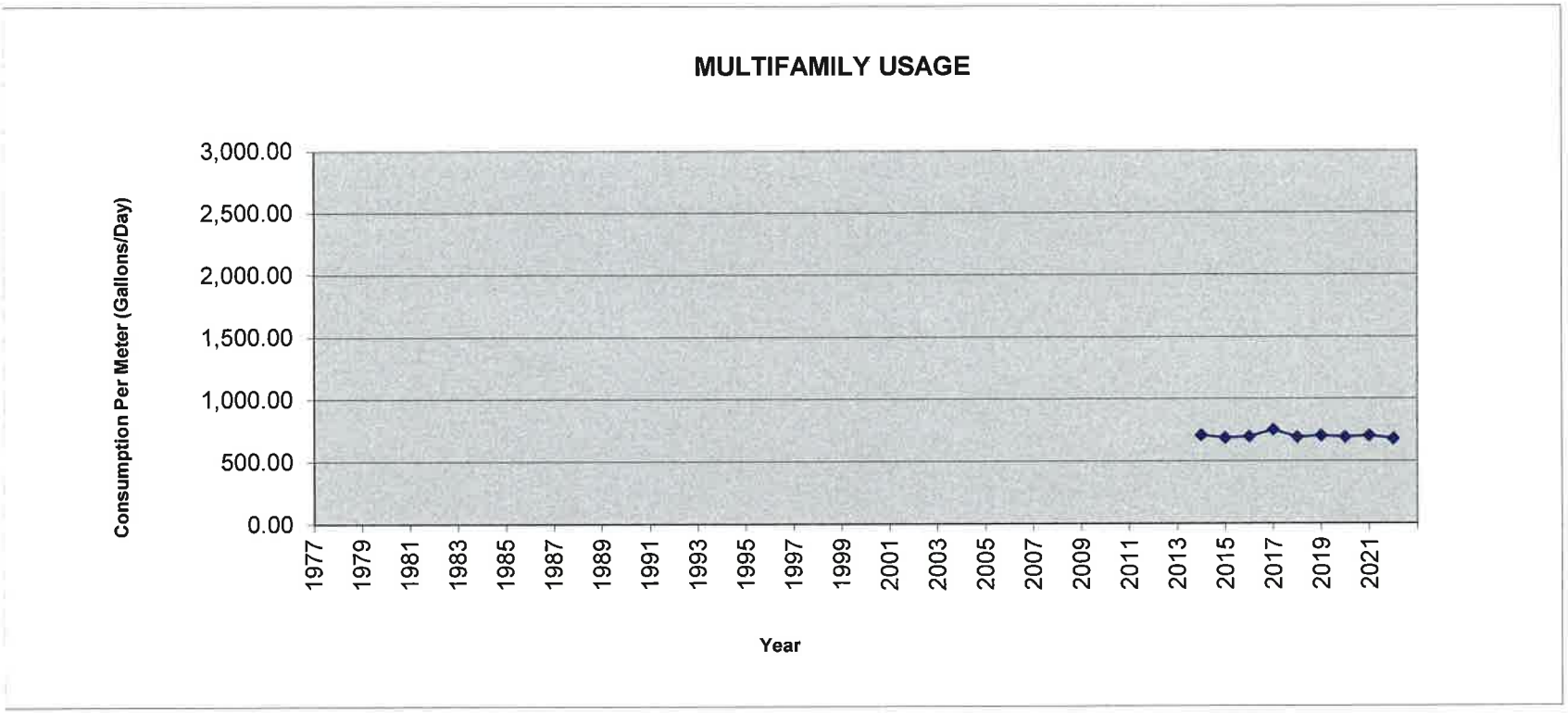
COMMERCIAL USAGE

This shows the commercial consumption per metered account in gallons per day. It has varied but the trend is generally downward since 1977. The dramatic increase in 2002 through 2004 is a result of the large number of multi-unit apartments being built, which were classified as commercial, not residential. Commercial closures and other COVID-19 related influences likely impacted the nearly 8.3% decrease in water usage from 2019 to 2020.



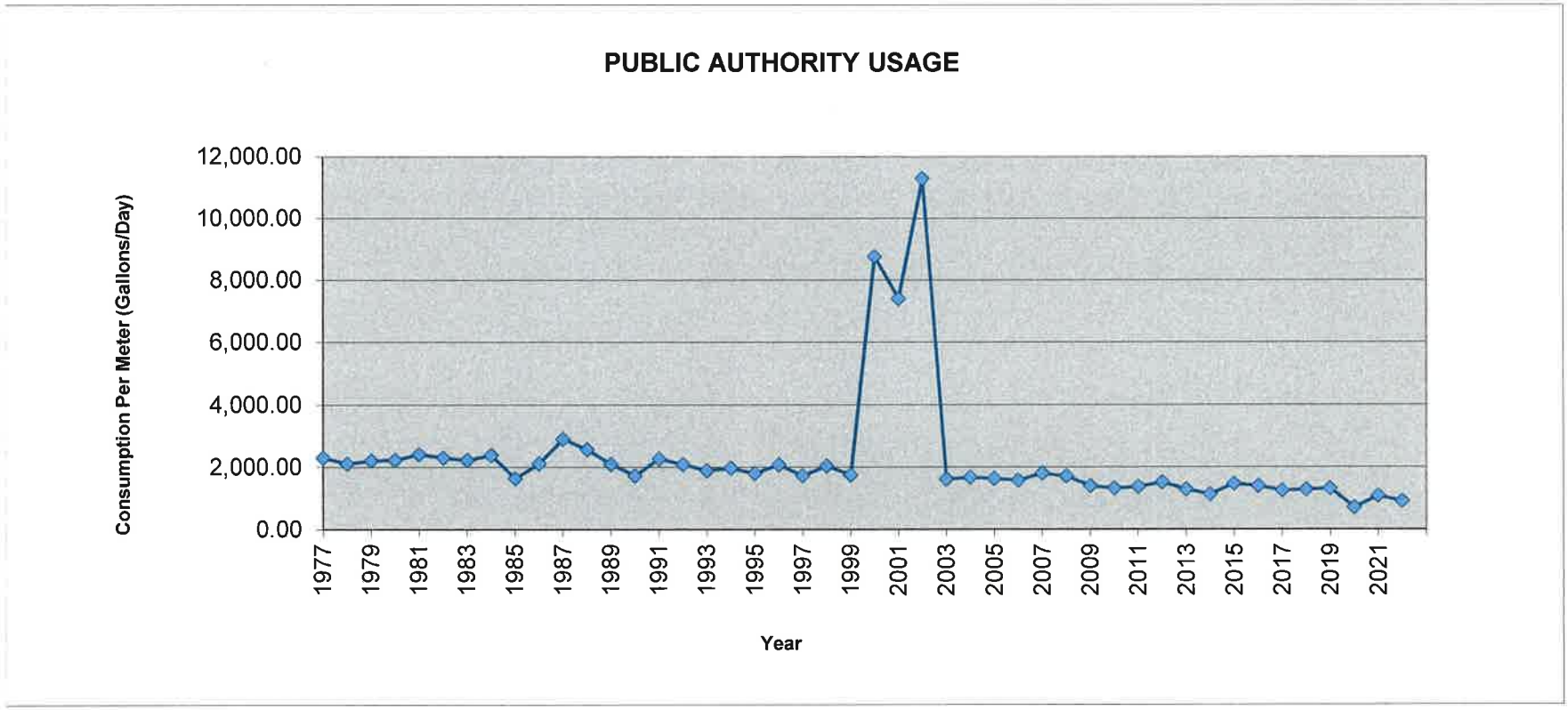
INDUSTRIAL USAGE

This shows the industrial consumption per metered account in gallons per day. It has declined steadily as the nature of industry and their consumption patterns have changed. The sharp decline in 2006 reflects Fox Valley Energy's purchase of water from Glatfelter. The trend reversed in 2007, when Glatfelter shut down and Fox Valley Energy returned to City water. However, beginning in 2010, consumption began to increase. In 2011 consumption increased by 12.1% and in 2012, it increased by 13.8%. In 2013 the Utility's largest industrial customer went out of business, which accounted for 26% of the industrial base. Despite COVID-19, industrial water usage was down only about 1.5% from 2019 to 2020.



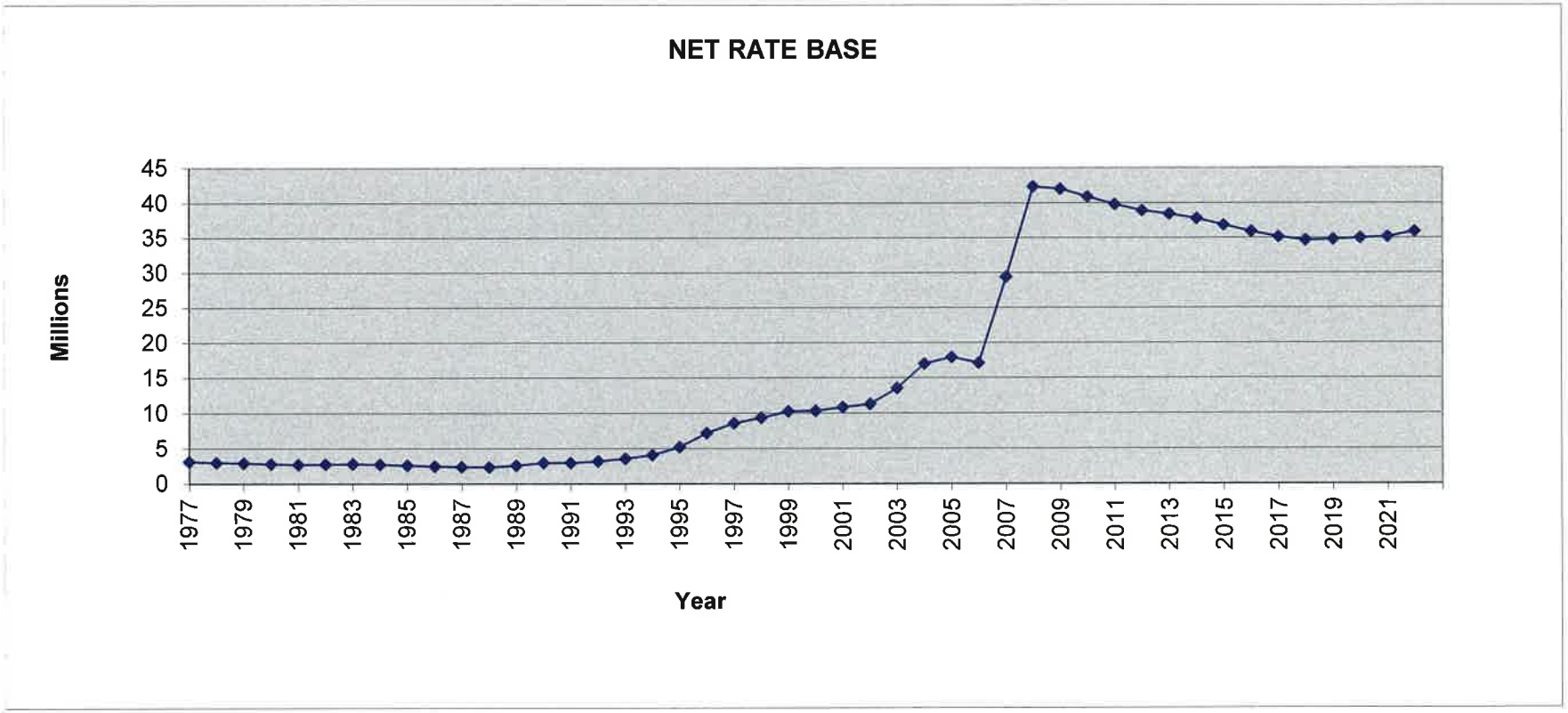
MULTIFAMILY USAGE

This shows the Multi-Family consumption per metered account in gallons per day. The first year that the Multi-Family customer category was in effect was 2014 Previously, the Multi-Family was included in the Commercial account. Usage was up approximately 1.5% from 2019 to 2020, likely due to COVID-19 and work from home influences.



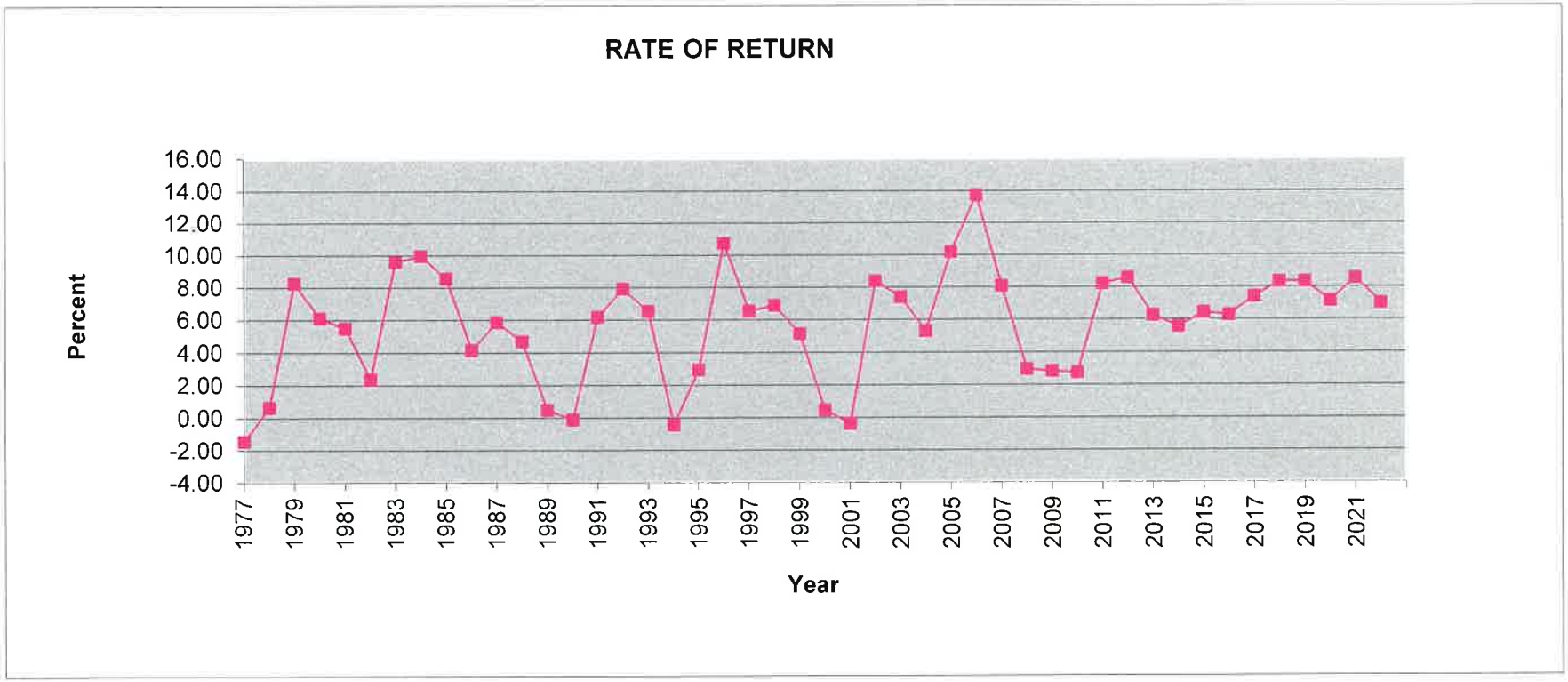
PUBLIC AUTHORITY USAGE

This shows the Public Authority consumption per metered account in gallons per day. Usage was down from 2019 to 2020, likely due to COVID-19 and work from home influences.



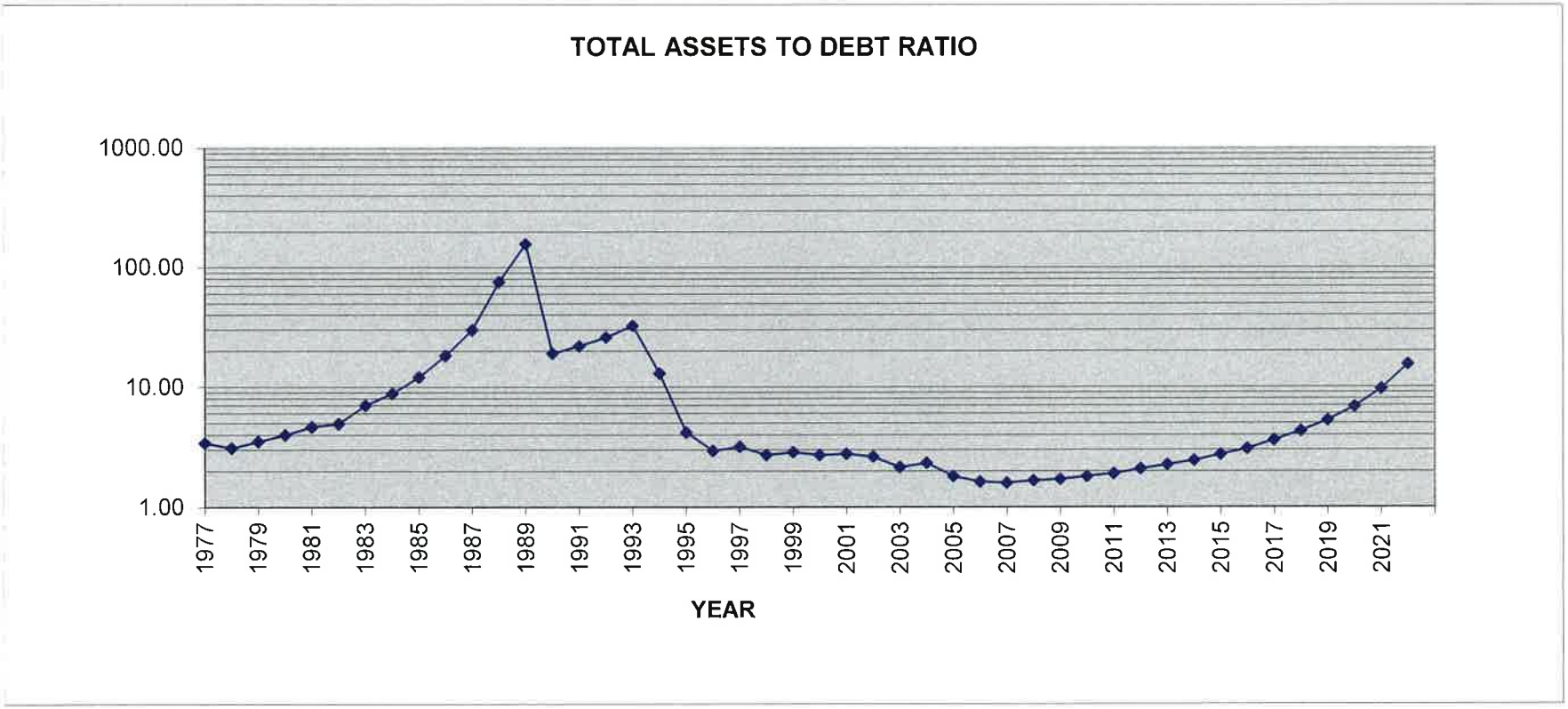
NET RATE BASE

The net rate base is defined as gross utility financed plant less accumulated depreciation, less the regulatory liability for pre-2003 depreciation on contributed plant, plus utility materials and supplies. As assets grow and debt is paid, the rate base increases. The dip in 2006 reflects asset retirements at the old plant, while the increase in 2007 and 2008 reflects the net increase in assets due to the implementation of the new plant. The rate base at the end of 2022 is just under $36M.



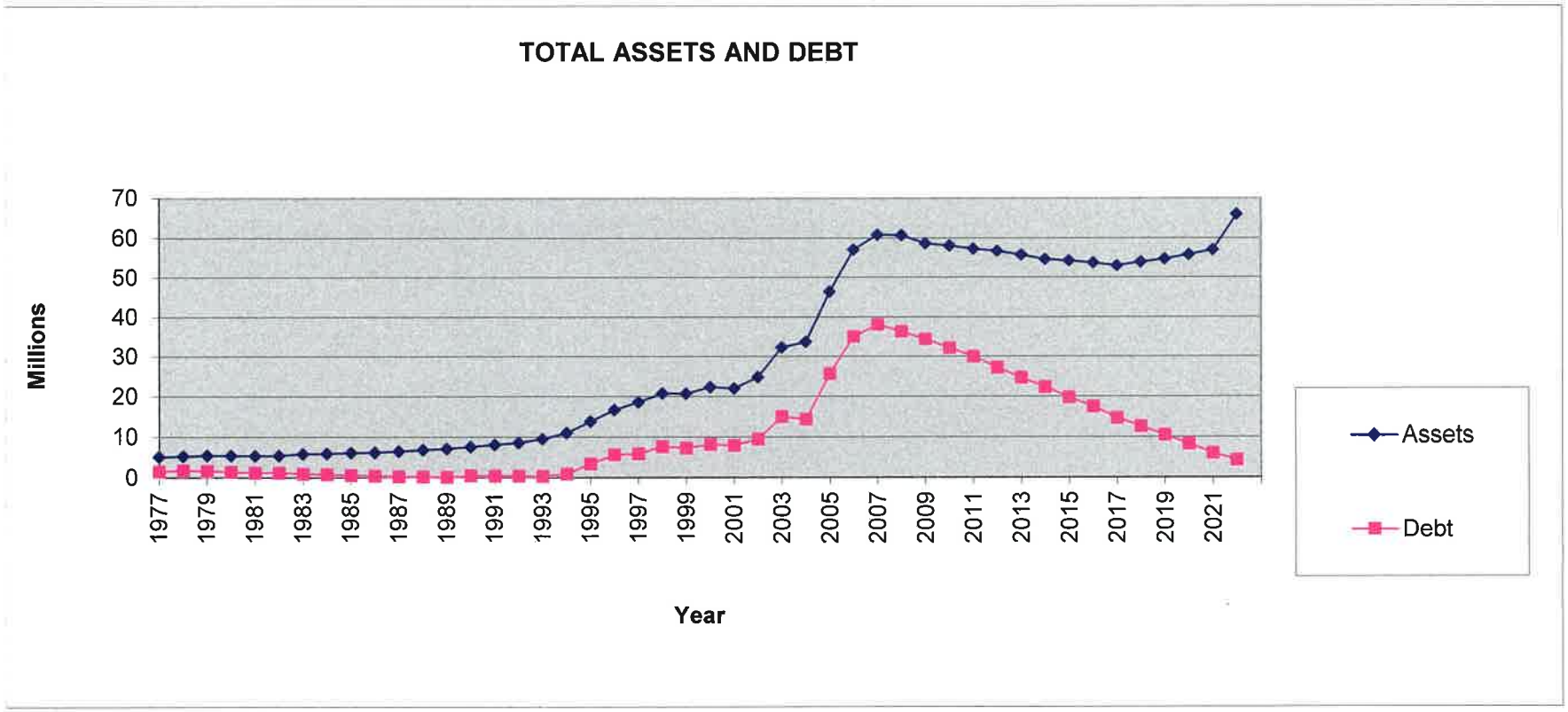
RATE OF RETURN

The rate of return is the net operating income divided by the net rate base. This graph shows our rate of return since 1977. The bottom of the valleys are generally the years rate increases were implemented. The peaks are the immediate result of those increases. Intermediate slope changes usually reflect large expenses or consumption pattern changes. The PSC generally allows a rate of return between 5.5% and 8.0%. However, with the latest filter plant construction project there was a rate increase at the beginning of 2006 that caused the rate of return to temporarily exceed the allowable range. The rate increase in 2011 caused the rate of return to jump to 8.18%. It rose again in 2012 because the rate increase in 2011 was prorated for the first three months. The rate of return in 2022 was 6.95%.



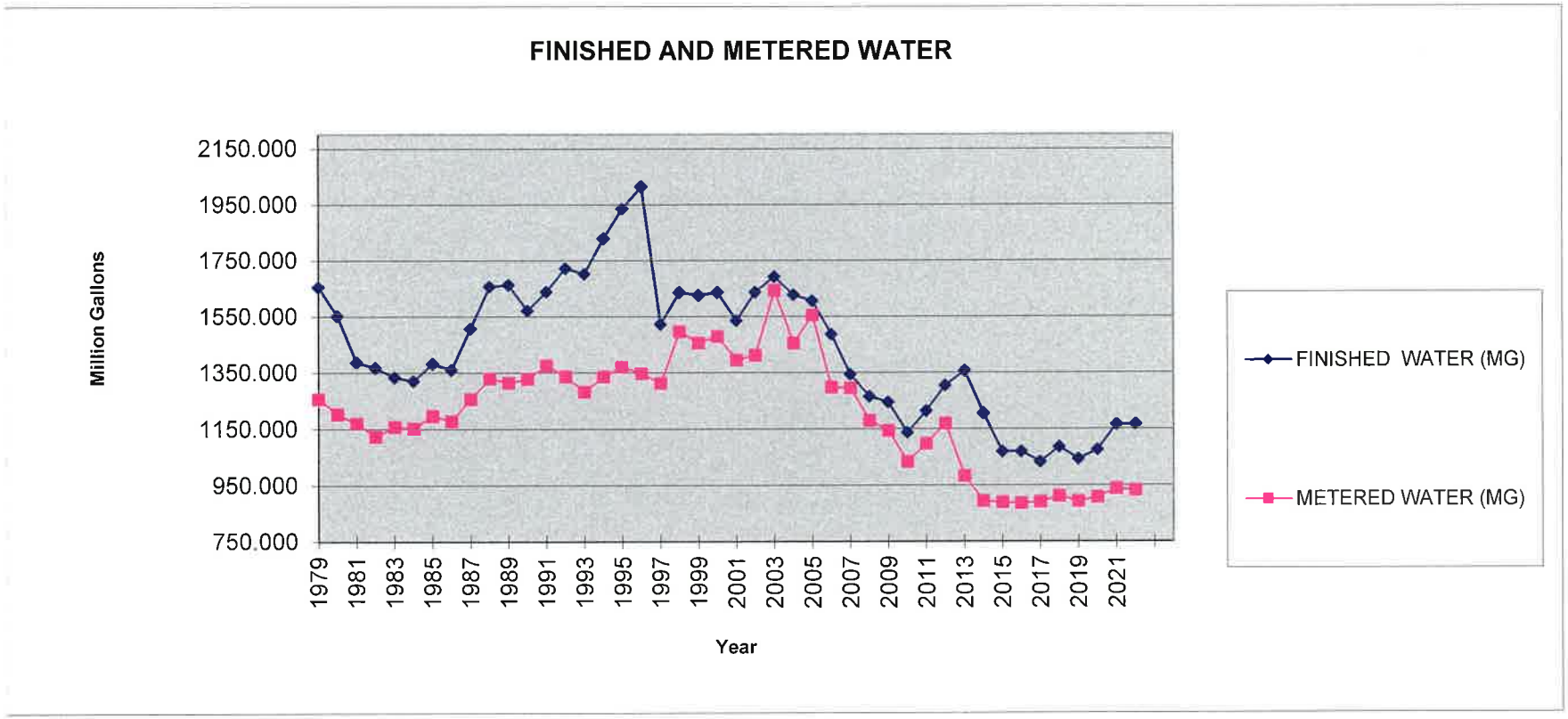
TOTAL ASSETS TO DEBT RATIO

This shows the ratio of total assets to debt. The spike shows a period where the Water Utility was almost debt free. A semi-log scale was used to flatten the curve and make it easier to read. At the end of 2022, the assets to debt ratio was 15.43.



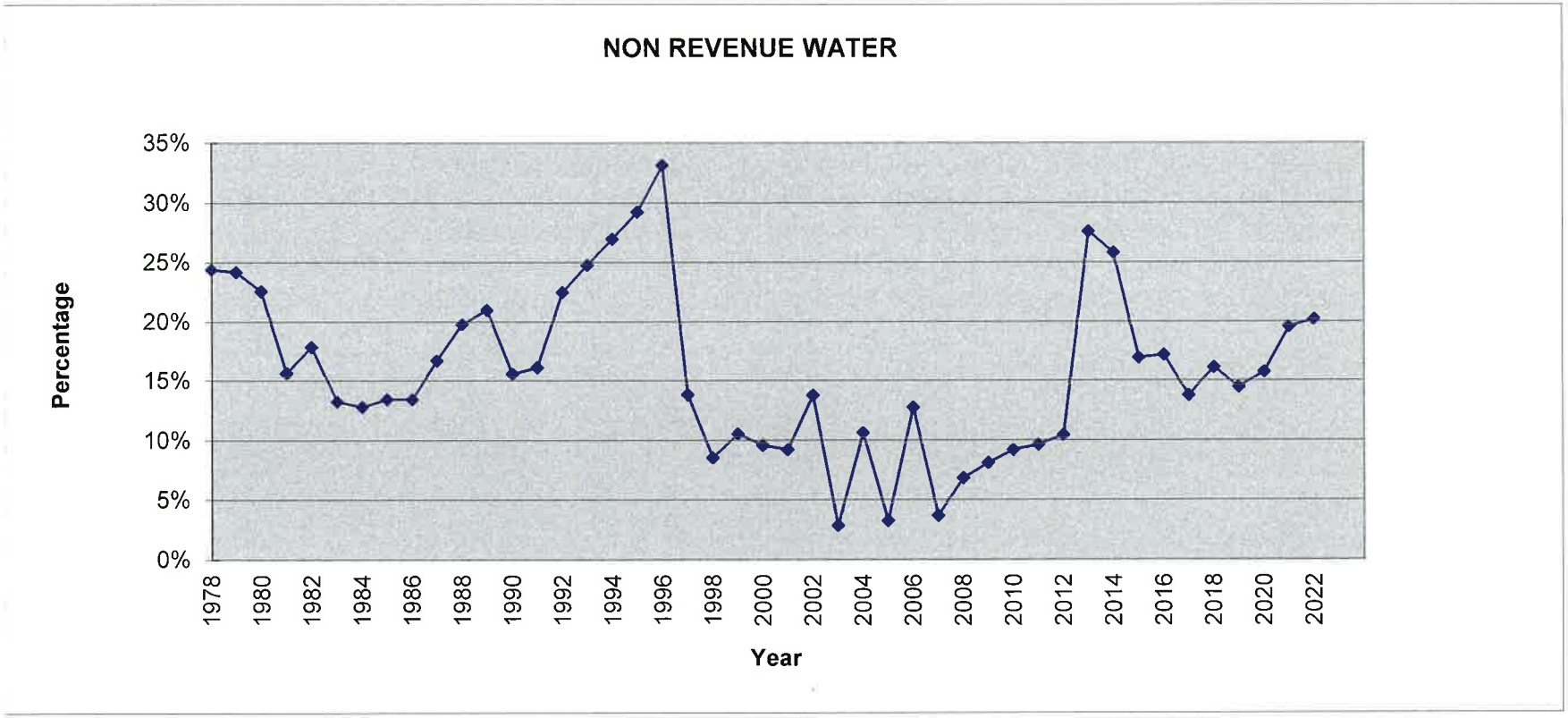
TOTAL ASSETS AND DEBT

This is a summary of total assets and debt since 1977. In recent years we have put effort into upgrading the plant and the distribution system, so both have grown. Total debt at the end of 2022 is just over $4.0M.



FINISHED AND METERED WATER

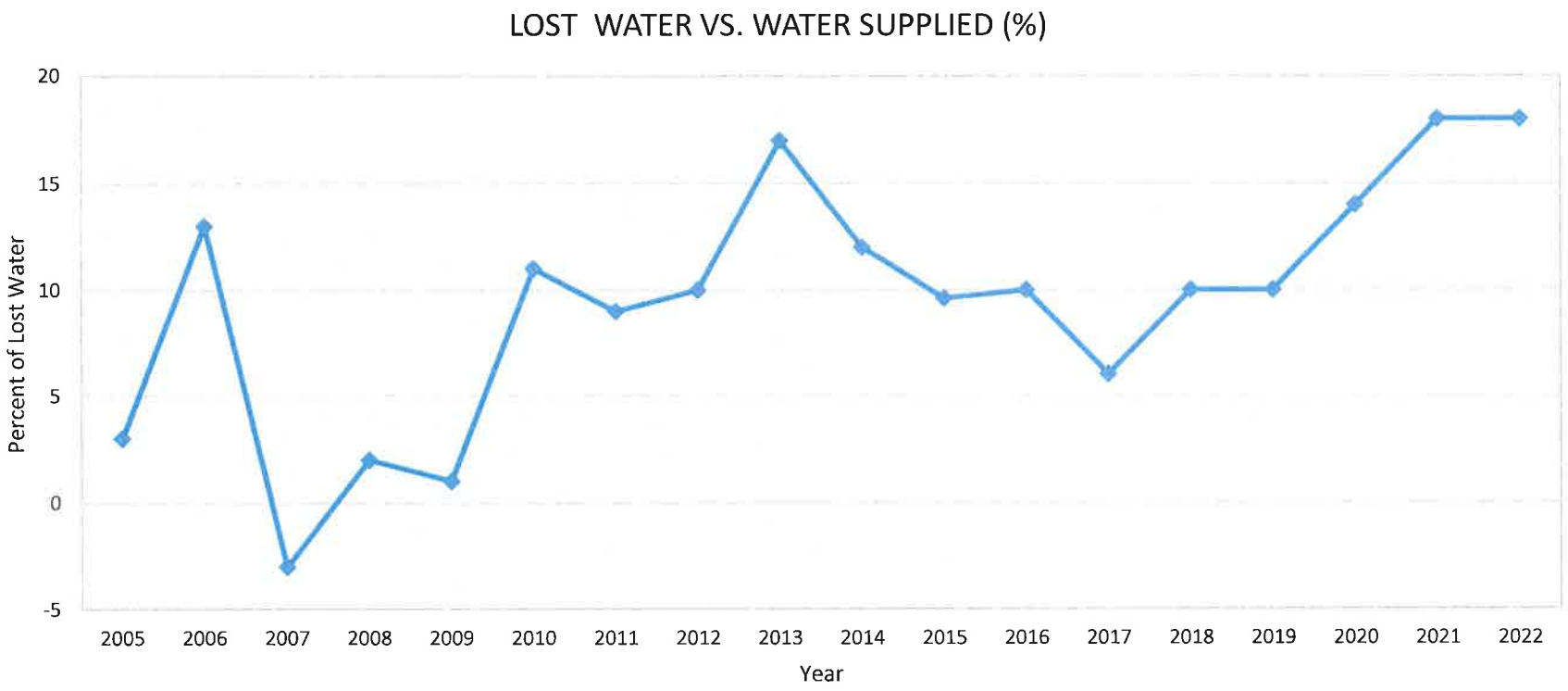
The finished water is the amount of water that is pumped from the plant. The gap between finished and metered water is considered non-revenue water. To be efficient, this difference must be as low as possible. Non-revenue water is predominently from water main and service leaks, fire fighting, in-plant usage, and unauthorized use. The trend of recent years indicates a slight uptick in both finished and metered water due to City expansion.



NON REVENUE WATER

This shows the difference between the metered water and the finished water, as a percentage. The PSC goal is under 15%. We calculate the unbilled water on a monthly basis and look for undetected leaks weekly. Since 1996 we have made a major effort to reduce the unbilled water. This is a time consuming effort. This is the key benchmark that water utilities use when comparing themselves to other water utilities and when determining their own efficiency. The non-revenue water is at approximately 20% in 2022.

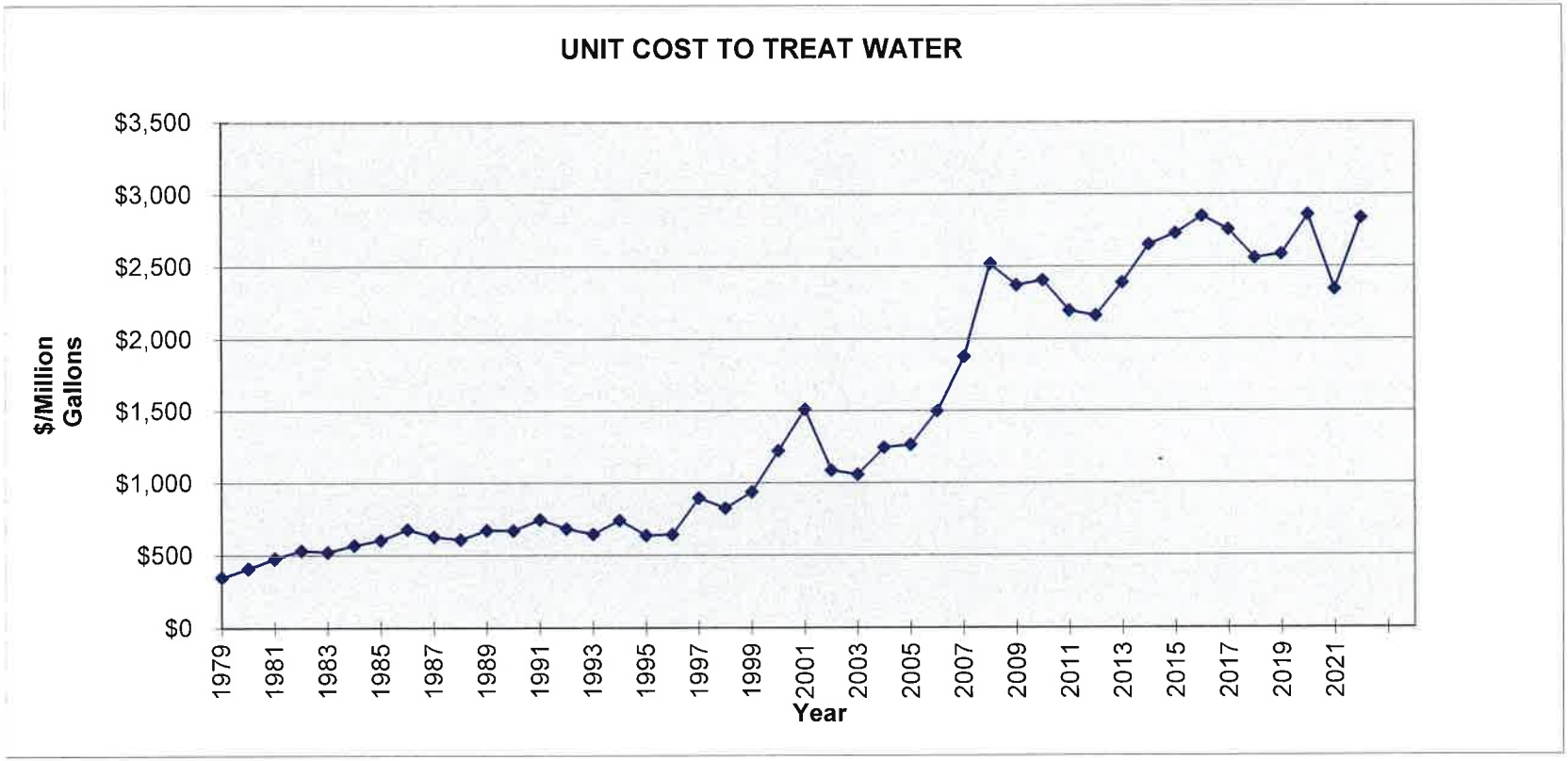
NEENAH WATER UTILITY



LOST WATER VS. WATER SUPPLIED

This shows the water loss as a percentage of finished water. We calculate lost water by subtracting the known or estimated authorized, but unbilled usage (such as fire protection) from the total unbilled water. This factor is then divided by the total water delivered to the distribution system. The lost water is at approximately 18% in 2022.

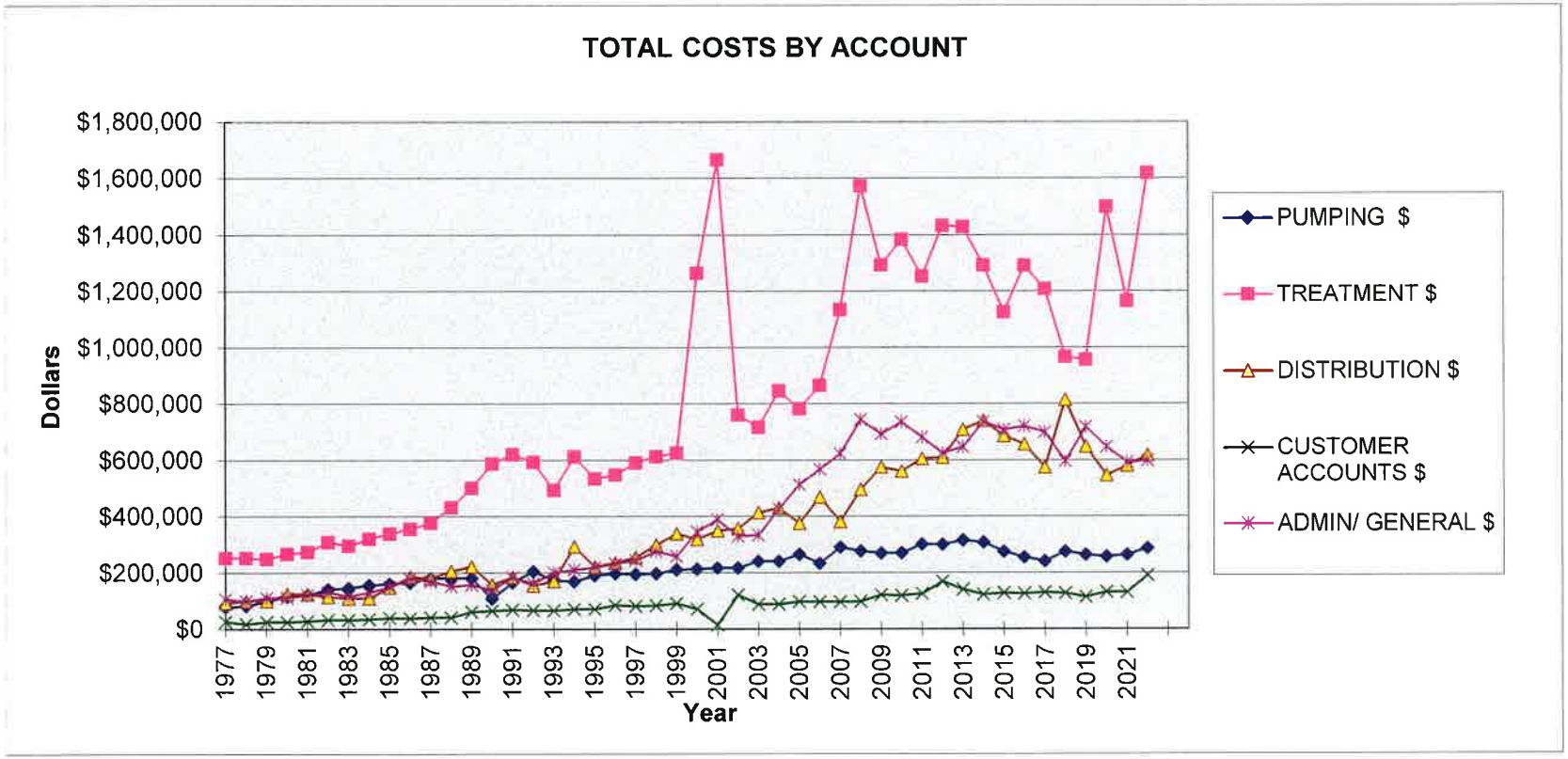
NEENAH WATER UTILITY



UNIT COST TO TREAT WATER

This shows the total pumping, treatment, accounting and administrative/general costs to treat water divided by gallons of water treated (not sold). The unit cost had been fairly level in the mid 90's. The high, non-revenue water was giving a false picture of the actual unit cost to treat water. With a reduction in non-revenue water in 1997, the unit cost took a significant jump, even though the total cost was in line with anticipated expenditures. The steep increase in 2007 and 2008 reflect increased chemical prices, implementation of additional processes at the new plant, additional intermediate pumping at the plant, and lagoon cleanouts. This is one of the key benchmarks that water utilities use when comparing themselves to other water utilities. The unit cost for Neenah water has been one of the lowest in the state, when you factor in the complexity and cost of softening surface water. 2009 reflects a single set aside for the sludge lagoon cleanout. 2008 had a double set aside since 2007 was missed. The increase in 2022 is due predominently to the cleanout of a lagoon.

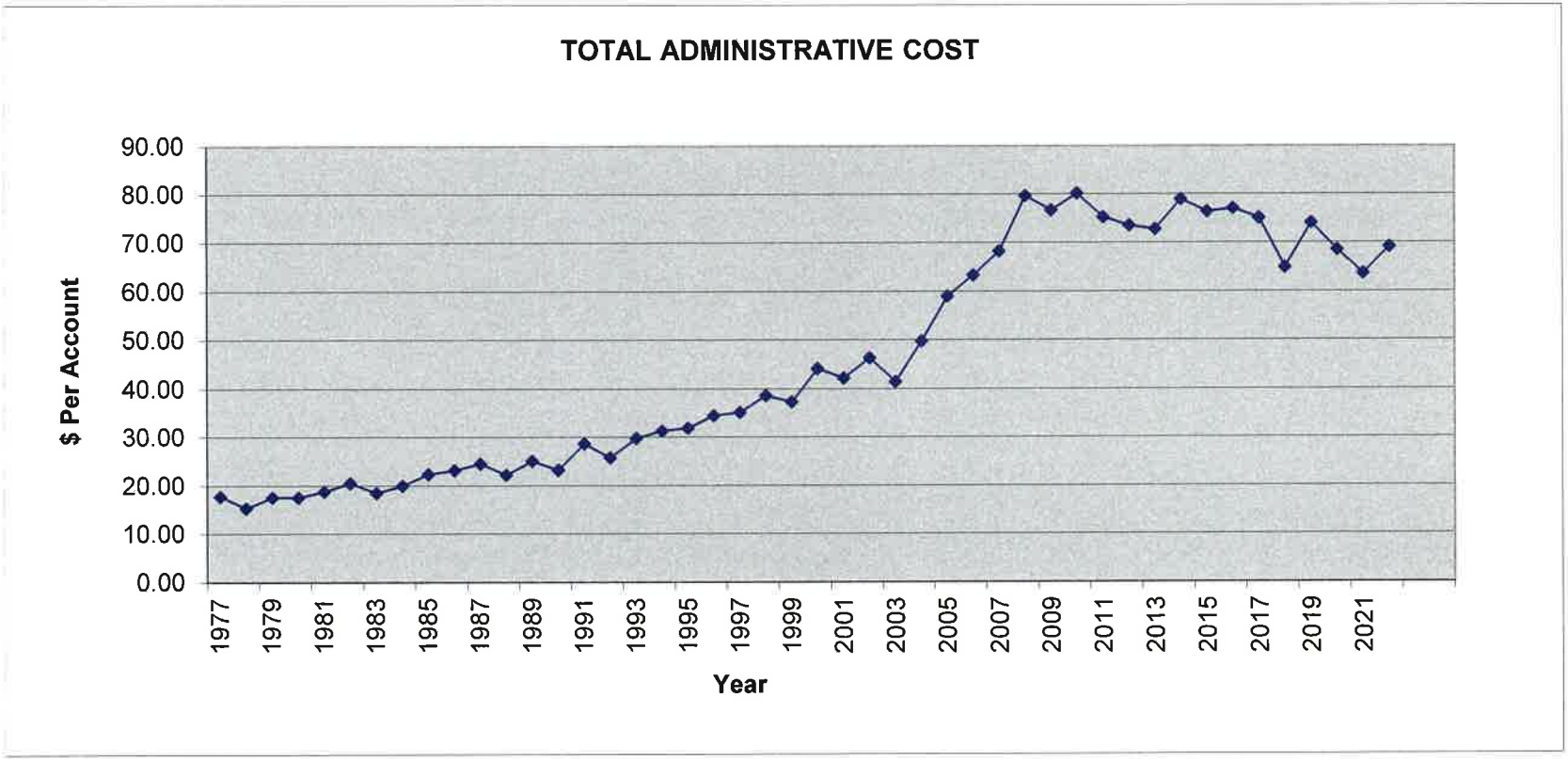
NEENAH WATER UTILITY



TOTAL COSTS BY ACCOUNT

This shows a breakdown of the total cost by account type. There are occasional spikes in each of the accounts; with the subsequent graphs detailing each cost by account. The peak in water treatment expenses in 2022 reflects the sludge lagoon cleanout.

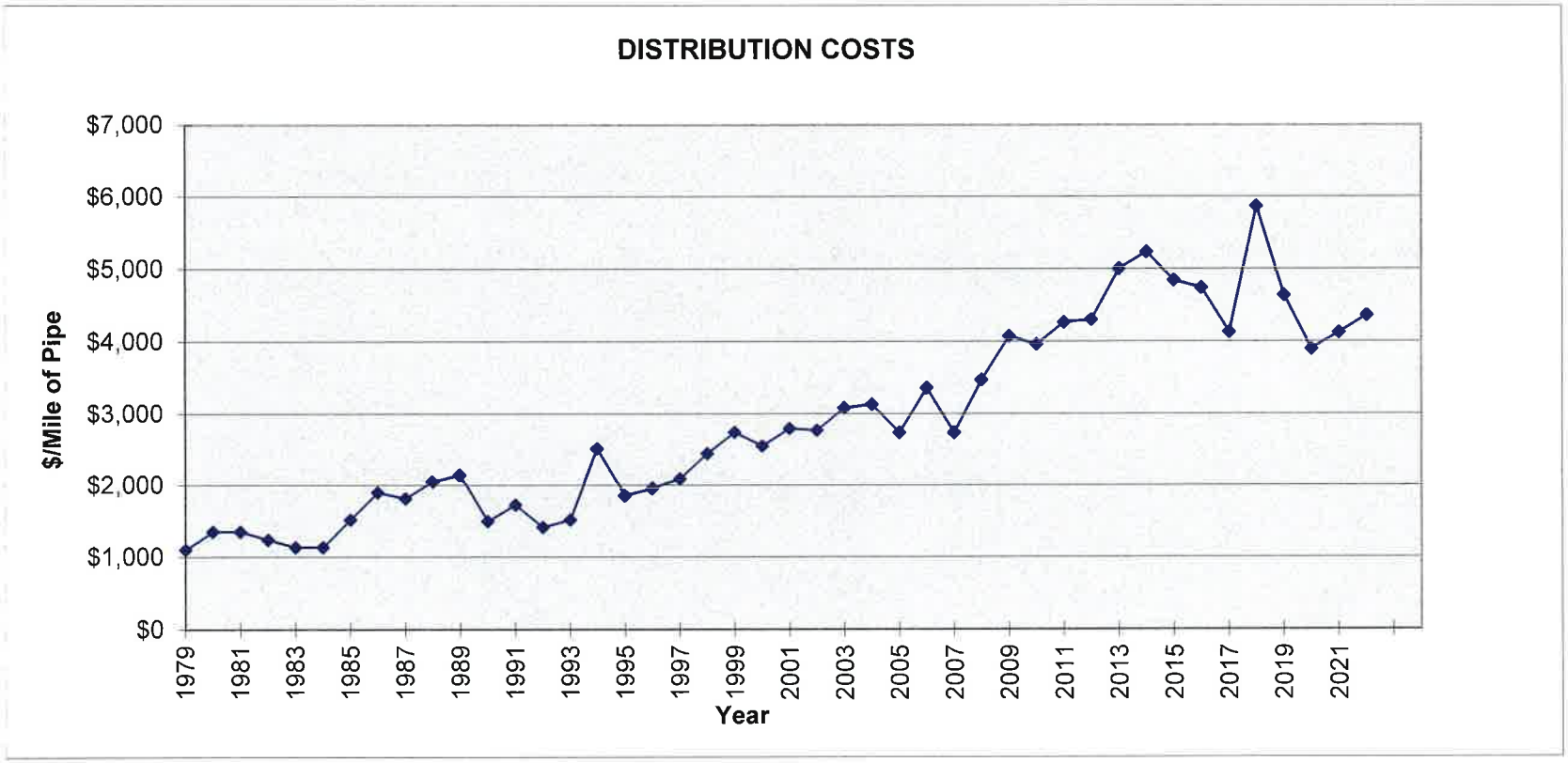
NEENAH WATER UTILITY



TOTAL ADMINISTRATIVE COST

This shows the cost for administrative plus customer accounts per metered account. The sharp increase since 2004 reflects the cost to transfer accounting and billing to the City Finance Department, which replaced a salaried employee that regularly worked 70 hours per week.

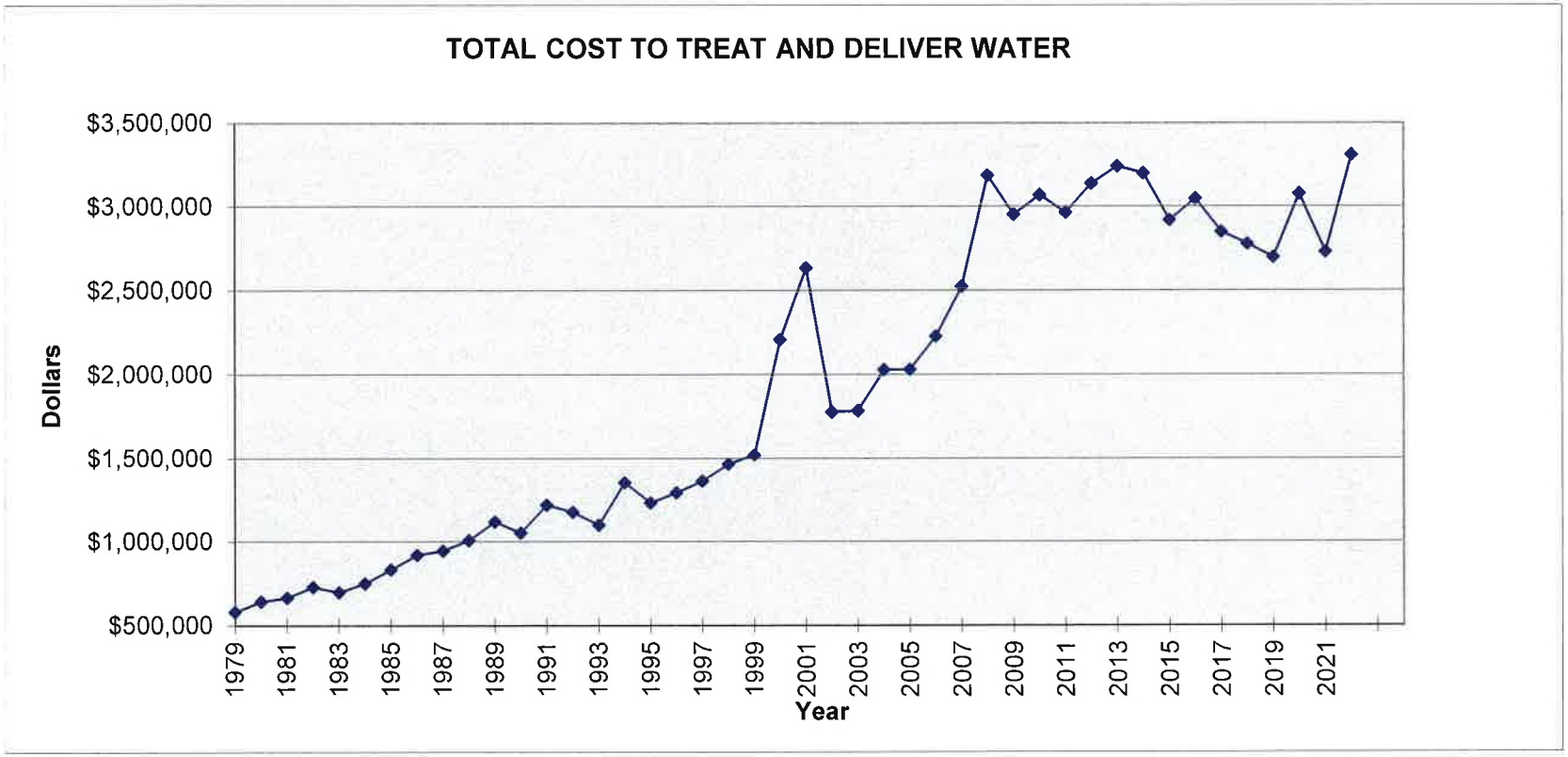
NEENAH WATER UTILITY



DISTRIBUTION COSTS

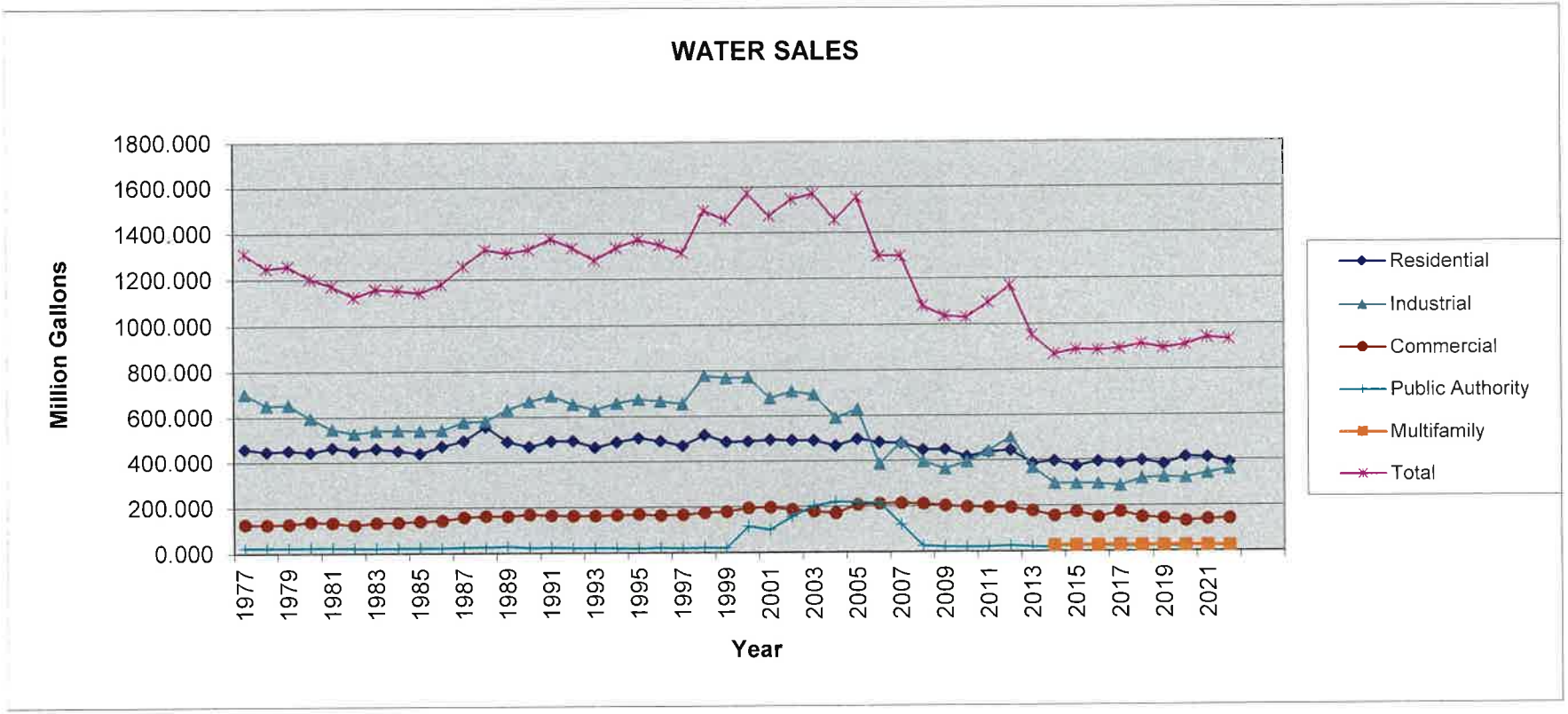
This shows the money spent on distribution related items per mile of pipe. The distribution system is aging and we are spending more time maintaining it. Sharp increases and decreases reflect an increase or decrease in water main breaks and service leaks for that year.

NEENAH WATER UTILITY



TOTAL COST TO TREAT AND DELIVER WATER

This shows the total cost to provide water to customers in Neenah each year. This includes water supply, treatment, distribution, pumping, customer accounts and administration. It does not include debt payment and PILOT. The cost has risen steadily over the years and is predictable within some limits. The total cost generally does not fluctuate with consumption because much of the cost is fixed. The sharp increase in 2000 and 2001 reflects the cleaning of the sludge lagoons. The sharp decrease in 2002 reflects a return to normal. Starting in 2004, the sludge lagoon cleaning is amortized over three years, which flattens the peaks. The peak in 2007 is due to additional requirements needed to bring the new plant on line. The continued increase in 2008 is due to steep chemical increase, and the annual set aside for the lagoons was missed in 2007 and was doubled in 2008 to compensate. 2009 through 2020 show a return to a more stable normal with the exception of a lagoon cleanout in 2020 and 2022.



WATER SALES

This shows the breakdown of total yearly water sales by customer type. Commercial sales slightly decreased in 2018, where Residential and Industrial slightly increased, providing an overall consistent usage in the past 5 years. Industrial significantly decreased in 2005 when Minergy (Fox Valley Energy) started to buy water from Glatfelter. In 2010, Industrial sales increased when Glatfelter closed and Fox Valley Energy again purchased water from the Utility, but again decreased in 2013, when Fox Valley Energy ceased operations. "Other" includes municipal sales, bulk sales and in plant use (as of 2000). Rate increases, weather, environmental concerns and the general state of the economy affect these categories. The Multi-family customer type was introduced in 2014, as it previously was combined with the Commercial customer base. There are COVID-19 factors that impacted the decline in sales from public authority, commercial, and industrial customers.

Director's Report
August 21, 2023

1. Water Loss Report.
2. Solar installation update.
3. Private lead service line replacement funding and project update.
4. Focus on Energy Benchmarking Incentive.
5. The next regular Waterworks Commission meeting is scheduled for Monday, September 18, 2023.

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 (April, May, June)	336,730	323,400	240,195	23,372	59,833	18.50%
MOST RECENT THREE MONTHS (March, April, May)	313,160	300,600	231,429	22,366	46,805	15.57%
1 YEAR AGO (April, May, June)	309,720	299,660	224,769	24,064	50,827	16.96%

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*
Jun, 2023	4.03	3.89
May, 2023	3.69	3.55
Jun, 2022	3.54	3.44

Neenah Water Utility - Industrial Tower Solar Array

Full Months in Operation	Dates			Usage (kWh)			Solar Array Output (kWh)			neration (kWh) [$0.1324/kWh Usage + $0.0425/kWh Excess Gen. - Meter Fe	
	From	To	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	$ 41.11
14	1/25/2023	2/22/2023	28	79918	81361	1443	12203	12924	721	722	$ 93.61
15	2/22/2023	3/23/2023	29	81361	82835	1474	12924	13752	828	646	$ 107.69
16	3/23/2023	4/22/2023	30	82835	84109	1274	13752	14960	1208	66	$ 157.84
17	4/22/2023	5/24/2023	32	84109	85162	1053	14960	16144	1184	(131)	$ 142.80
18	5/24/2023	6/23/2023	30	85162	85772	610	16144	17584	1440	(830)	$ 114.05
19	6/23/2023	7/22/2023	29	85772	86338	566	17584	18908	1324	(758)	$ 105.24
						20628			18908	1720	$ 1,969.86

Number of Full Months in Operation **19**

Cost of System (Less Incentives) **$ 10,183.00**