

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – March 21, 2022

Council Chambers – City Hall

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

Excused: None.

President Kaufert called the meeting to order at 4:36 p.m.

Approve Regular Meeting Minutes for February 21, 2022 – Following discussion, **M.S.C. Schmeichel/Bauman to approve the February 21, 2022 Regular Meeting Minutes.** All voting aye.

Approve Special Meeting Minutes for February 28, 2022 – Following discussion, **M.S.C. Lang/Bauman to approve the February 28, 2022 Special Meeting Minutes.** All voting aye.

Approve the Invoices for February 2022 – Commissioners asked about the investment purchase listed on the Cash Activity sheet. Director Mach explained that the Finance Department, from time to time, invests our excess cash in securities that provide a greater rate of return than what is available in the LGIP or our bank account. Commissioners questioned charges and invoices from Vorpahl Fire & Safety, USA Blue Book, Donald Hietpas & Sons, Inc., Whirlwind Post Holes & Fencing, Badger Meter, Inc., and current chemical pricing from distributors. Director Mach noted that Vorpahl is one of our suppliers for safety gear and equipment. We purchase different gear which is used Utility-wide. The colorimeter purchased from USA Blue Book is a replacement for the old lab colorimeter. The old unit was past its life expectancy and not reliable. The Utility utilized the services of Don Hietpas & Sons to dig and repair a valve located on Enterprise Drive. This valve was too deep to be excavated with our current equipment. The fence installed by Whirlwind Post Holes & Fencing is substantially complete. There are a few minor issues as of late that the installer is addressing. We pay Badger Meter invoices with our P-card, but the transactions must be less than \$10,000 each in order to be accepted. Most of the chemicals used in the treatment process are sent out for bid on a yearly or bi-yearly basis. This process is intended to ensure pricing is stable throughout the year.

Following discussion, **M.S.C. Bauman/Schmeichel to approve the February 2022 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Approve Draft 2021 Water Quality Report – Director Mach presented the Draft 2021 Water Quality Report for Commission consideration. Commissioners had questions about the source of contaminant language used for arsenic, significant figures, level found for disinfection byproducts, and unregulated contaminants reporting. Director Mach also questioned the source of contaminant language used. He will re-generate the report and verify that the correct language is used in the final version. Significant figures and units are generated directly from the DNR site. These are the conventions that the DNR uses, even though they do not follow typical scientific convention. As an example, when a value is represented to one significant figure, but there is a detectible amount and the result is less than 0.5, the number report is zero (0). The range for disinfection byproducts is represented by range of values found at a sampling site in 2022. Per the DNR, for the column “Level Found” the levels reported there are the highest “Locational Running Annual Average” (LRAA) for the year at a specific DBP monitoring location. The LRAA is the average of the 4 most recent consecutive

Waterworks Commission Regular Meeting Minutes
March 21, 2022
Page 2 of 3

quarterly results at a specific DBP monitoring location. The LRAA can include consecutive quarterly results from a previous calendar year. The unregulated contaminant list does include some regulated contaminants, but because these results were obtained during the sampling regimen for the EPA Unregulated Contaminant Monitoring Rule, they are represented in this area of the report. Commissioners suggested the heading title could be more specific. Director Mach noted he will look into this request and make a minor revision if necessary.

Following discussion, **M.S.C. Schmeichel/Boyette approve the Draft 2021 Water Quality Report.** All voting aye.

Request to Reimburse the Developer for the Cost to Oversize Water Main in Freedom Acres Phase II – Director Mach presented the Commission with a memo and map detailing the extension of Honor Street north of Founders Street. These water mains will be installed through the development to provide service to future phases and a future pump station. An oversizing assessment will be due the Utility when each building permit is taken out. Commissioners asked if this pipe could have been laid during the construction of Phase I. Director Mach explained how the development is intended to be completed in phases, with the developer purchasing and developing the phases in a predetermined order. In essence, the current progression of utility installations is part of the overall plan.

Following discussion, **M.S.C. Lang/Boyette to reimburse the Developer the costs to oversize the water main in Freedom Acres Phase II at a cost not to exceed \$52,000.00.** All voting aye.

Director's Report –

1. Water Loss Report – The large leak in January was taken into account for this estimate. The most recent report was distributed as there was a calculation error. An updated report is attached to these minutes
2. Nolan Knapp has started on 2/28/2022 as our new Water Plant Operator. Commissioners welcomed Mr. Knapp and wished him well.
3. The following change orders and pay estimates were approved at the March 11, 2022 Board of Public Works meeting:
 - Final Payment, Contract 1-21, Sanitary Sewer, Water Main and Street Construction on Marathon Avenue to Don Hietpas & Sons, Inc. in the amount of \$14,087.00 for water main on Shootingstar Drive, \$23,074.48 for water main on Marathon Avenue, and \$4,520.25 for sludge line work on Marathon Avenue.
 - Final Pay Estimate, Contract 3-21, Sanitary Sewer, Water Main and Street Construction, on Isabella Street, Olive Street, Washington Avenue and Winneconne Avenue, to Kruczek Construction, Inc. in the amount of \$9,236.55 for water main on Isabella Street, \$5,802.88 for water main on Olive Street, and \$4,495.16 for Water Main on Washington Avenue.
 - Final Pay Estimate, Contract 5-21, HMA Pavement Repairs, to MCC., Inc. in the amount of \$42,764.95 for Water.

Waterworks Commission Regular Meeting Minutes
March 21, 2022
Page 3 of 3

4. The following contracts were awarded at the March 11, 2022 Board of Public Works meeting:
 - Contract 2-22, Sewer, Water Services, and Street Construction on Dieckhoff Street, and Grove Street.
 - Contract 4-22, Sewer, Water Services and Street Construction on S. Commercial Street.
 - Contract 5-22, Sanitary Sewer and Water Main Construction, CTY Road CB & CTY Road JJ.
5. Solar installation update – The array generated approximately 876 kWh from February 14th until March 13th. Staff are pleased with the performance of the array.
6. Discussion on updated Cross-Connection Control Ordinance and Private Well Ordinance – Director Mach wanted to give Commissioners the opportunity to provide direct feedback regarding the updated Cross-Connection Control and Private Well Ordinance updates. Commissioners expressed concerns including access to a residence, *Right to Enter* provisions, and confidentiality of personal information. Director Mach encouraged the Commissioners to share any thoughts they may have to him.

President Kaufert Left the meeting at 5:28 p.m. Vice President Schmeichel as acting President for the remainder of the meeting.

7. The next regular Waterworks Commission meeting is scheduled for April 18, 2022.

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

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

Adjournment – **M.S.C. Boyette/Lang to adjourn at 5:59 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

**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 (Nov, Dec, Jan)	307,090	298,000	223,011	67,055	7,934	2.66%
MOST RECENT THREE MONTHS (Oct, Nov, Dec)	290,760	284,290	206,592	9,105	68,593	24.13%
1 YEAR AGO (Nov, Dec, Jan)	267,940	261,550	222,089	11,425	28,036	10.72%

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
Jan, 2022	3.74	3.60
Dec, 2021	3.16	3.07
Dec, 2020	2.97	2.90