

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – August 21, 2023
Council Chambers – City Hall

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

Excused: Commissioner Hemes

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

Approve Meeting Minutes for July 24, 2023 – Following discussion, **M.S.C. Bauman/Steiner to approve the July 24, 2023 Meeting Minutes.** Commissioners Schmeichel, Lang, and Bauman voting aye. Commissioner Steiner abstaining.

Approve the Invoices for July 2023 – Commissioners asked about charges and invoices from Badger Meter, Inc., Midwest Meter, and Femals Towing, Inc. Director Mach explained that the charge from Badger Meter is the monthly service charge for the meter reading software service. Midwest Meter is another provider of Badger Meter products. They have agreed to honor our existing pricing but provide excellent end-user support. Femals Towing was utilized to tow in the F350 for service work.

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

Appearances – None.

Old Business/New Business

Approve CDL Reimbursement Policy – Director Mach presented a memo detailing a recommendation to develop a policy to reimburse employees who obtain their CDL during the course of employment with the Water Utility. These employees have a significant out of pocket expense and staff believe that rewarding their loyalty is in our best interest. Currently, obtaining employees with CDLs is extremely difficult due to a combination of demand and more rigorous educational requirements. Director Mach did want to include the language as specified in the memo about the employee needing to reimburse the City for the cost of the training program. For reimbursement, the employee must obtain and hold the CDL for a period of one year. Any outstanding balance owed to the City for the training costs would be deducted from the reimbursement.

Following discussion, **M.S.C. Steiner/Bauman to approve the CDL Reimbursement Policy.** All voting aye.

Review of Water Job Descriptions – Director Mach presented the old and proposed job description for the Filter Plant Mechanical Technician. He was not looking for action but would like to open the conversation about rewriting, reviewing, and approving all of the Water Utility job descriptions. Most of the job descriptions are out of date and staff wish to bring them into a standardized format. Commissioners asked Director Mach to include impacts on the organization and community (financial and health/safety) as well as any continuing educational and training requirements. Commissioners would also like to see an updated organizational chart and all job descriptions that have been rewritten. Director Mach indicated he would send those along.

Following discussion, **No action required.**

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Benchmark Report – Director Mach presented the Benchmark Report for 2022 for Commission consideration. Highlights of the report include continued stabilization of the quantity of main breaks, marked decrease in service leaks, a large increase in private lead service lines removed in 2022, and an increase in lost water in recent years. Director Mach noted that he is in the process of completing the water loss audit spreadsheet provided by the American Water Works Association. Also, staff are planning additional leak detection when time is available.

Following discussion, **M.S.C. Steiner/Bauman to accept and place on file the Benchmark Report.** 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 was a success with 216 private lead services removed.
4. Focus on Energy Benchmarking Incentive – Director Mach applied for a \$1,000 grant from Focus on Energy to provide benchmarking data and attend educational activities. If all steps are completed, the Water Utility will receive the full grant.
5. The next regular Waterworks Commission meeting is scheduled for Monday, September 18, 2023.

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

Any Other Business That May Legally Come Before the Commission – Commissioners asked for an update on the Cecil Street Water Tower Painting Project, endpoint update project, and the culture initiatives. Director Mach noted that the tower project is proceeding on schedule. The plan is to have the tower completed in three weeks. Landis+Gyr provided Director Mach with a contract that will be presented before the Commission for consideration after being reviewed by the City Attorney. Staff are planning on having two or three team building activities throughout the year with employees.

Adjournment – **M.S.C. Bauman/Steiner to adjourn at 5:46 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility