

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – January 15, 2024
Hauser Room – City Hall

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

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

Approve Meeting Minutes for December 18, 2023 – Following discussion, **M.S.C. Steiner/Bauman to approve the December 18, 2023 Meeting Minutes**. Commissioners Schmeichel, Lang, Steiner, and Bauman voting aye; Commissioner Hemes abstaining.

Approve the Invoices for December 2023 – Commissioners had questions about charges and invoices from Mulcahy Shaw Water, Inc., Synergy Service Group, and Van Rite Plumbing, Inc. Commissioners also asked about the Utility Bills in the Cash Activity Report. Director Mach explained that the invoice from Mulcahy Shaw was for the hydraulic actuators for the UV reactors. One failed and staff were able to negotiate more favorable pricing by purchasing three. The reasoning behind making this purchase is that the hydraulic actuators for the two other reactors will likely fail soon as they all have approximately the same number of operating hours. Staff have been purchasing radar level sensors from Synergy in order to replace aging ultrasonic level sensors for chemical tanks. Radar sensors are not temperature sensitive, are extremely accurate, and can be placed outside of the process medium. Van Rite Plumbing replaced a Utility-owned service at the same time as a private service in order to free up staff time. When a private lead service line is replaced, our policy is to replace our portion of the service in short order. The Utility Bills are amounts paid back to the City for Plant and Tower for utility charges (stormwater, TARF, etc.)

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

Appearances – None.

Old Business/New Business

Final Amended 2024 Operating and Capital Budget Approval – Director Mach presented the Final Amended 2024 Operating and Capital Budget for Commission consideration. Director Mach noted that the Meter Expenses were decreased to \$150,000 in 2024, but increased from \$110,000 in 2023. This was to adequately fund the endpoint changeover. In the CIP, the Meter Replacement Program line was removed and the Meter and Endpoint Replacement Program line was added. This request was amended to \$500,000 to cover meters and endpoint replacements in 2024. Commissioners asked about the rate of return calculation. Director Mach noted that this figure was not calculated for 2023 yet.

Following discussion, **M.S.C. Hemes/Steiner to approve the Final 2024 Operating and Capital Budget**. All voting aye.

Request to Reallocate Reserve Accounts – Director Mach presented a memo explaining the status of the Reserve Accounts and the suggested reallocation of funds. Staff identified further needs within the Plant that should be addressed.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
January 15, 2024
Page 2 of 3**

Following discussion, **M.S.C. Bauman/Hemes to approve creating a Boiler Replacement reserve account and moving the balance of the Painting Towers reserve account to the Meters/Endpoints reserve account and funding the accounts as follows, beginning on February 1st, 2024:**

- 1. Sludge Lagoon: \$0**
- 2. Vehicles: \$3,000**
- 3. Painting Towers: \$0**
- 4. Painting Hydrants: \$500**
- 5. GAC Media Replacement: \$0**
- 6. Pump Rehabilitation: \$4,000**
- 7. Meters/Endpoints: \$25,000**
- 8. Boiler Replacement: \$2,500**

All voting aye.

Request to Reimburse the Developer for the Cost to Oversize Water Mains and Valves in the 1st Addition to Freedom Acres – Director Mach presented a memo detailing the latest developments within the City. There is an approximately 300' section of water main staff have requested be upsized to provide adequate service to the west.

Following discussion, **M.S.C. Schmeichel/Hemes to approve reimbursing the Developer the costs to oversize the water main in the 1st Addition to Freedom Acres at a cost not to exceed \$14,000.00.**

Director's Report –

1. Water Loss Report – Staff have noticed a reduction in the quantity and severity of main breaks in 2023. Commissioners asked if the recent cold weather has caused any breaks. Director Mach noted that the snow cover provides insulation and lessens the frost penetration.
2. The following items were approved at the January 9, 2024 Board of Public Works meeting
 - Final Pay Request, Contract 3-23, Concrete Pavement and Sidewalk Repair to Al Dix Concrete of Kaukauna, WI, in the amount of \$18,507.57 for Services, \$6,190.12 for Hydrants, and \$42,632.39 for Mains.
 - Final Pay Request, Contract 6-23, Sanitary & Storm Sewer, Water Main and Street Construction on Columbian Avenue, to Donald Hietpas & Sons, Inc. of Little Chute, WI, in the amount of \$9,673.01 for Water on Columbian.
3. Booster Station update – No updates as the contractor is idle due to weather.
4. Solar installation update – The array performed satisfactorily despite the lack of sun. Commissioners noted the high electricity usage from the Industrial Tower. Director Mach agreed and will look into it.
5. The next regular Waterworks Commission meeting is scheduled for Monday, February 19, 2024.

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

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
January 15, 2024
Page 3 of 3**

Any Other Business That May Legally Come Before the Commission – Commissioners discussed additional employee engagement and culture team updates as well as opening the possibility of tuition reimbursements to encourage employee growth.

Adjournment – **M.S.C. Hemes/Lang to adjourn at 5:34 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony L. Mach', written in a cursive style.

Anthony L. Mach
Director, Neenah Water Utility