

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – March 18, 2024
Hauser Room – City Hall

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

Also Present: Water Utility staff members Jasen Dahn, Ryan Flom, Tim Jens, Tommy Hawk, Aaron Goldschmidt, Josh Preissner, Nash Herbst, Gary Gorges, Paul Patton, and Ryan Reader; and citizen Elizabeth Pletzer

President Schmeichel called the meeting to order at 4:31 p.m.

Approve Meeting Minutes for February 26, 2024 – Following discussion, **M.S.C. Bauman/Hemes to approve the February 26, 2024, Meeting Minutes.** All voting aye.

Approve the Invoices for February 2024 – Commissioners had questions about invoices from Landis+Gyr Technology. Director Mach noted that these payments were for a portion of the managed services agreement and the purchase of endpoints. Staff noted that there are a growing number of existing endpoints in the field that are failing, and staff are working with customers to get those endpoints changed.

Following discussion, **M.S.C. Schmeichel/Bauman to approve the February 2024 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Allocate Excess Funds from Upgrade Leak Detection System to the Purchase of New VFDs for the High Service Pumping Station – Director Mach presented a memo detailing the funds remaining for the purchase of the leak detection system. Staff are requesting that the excess funds be utilized to replace three of the VFDs in the High Service Pumping Station. Two of the VFDs are failing, but staff would like to replace three of the VFDs as all these units have been powered on continuously for over 17 years. Commissioners asked how many VFDs are at the station. Director Mach noted that there are five VFDs used for pumping finished water.

Following discussion, **M.S.C. Hemes/Steiner to approve allocating the balance of the Upgrade Leak Detection System to the purchase of three new VFDs for the High Service Pumping Station.** All voting aye.

Further Discussion of Utility Salary Study – Director Mach presented two step plans utilizing the 50th percentile data obtained through the salary study. The seven-step and thirteen-step plans were compared to the City's 25-step plan as well as the 2023 thirteen-step plan for PW / Parks laborers. Director Mach was hoping to have a list of comparable municipalities and utilities that Carlson-Dettmann used to generate the City's salary study, but no information was available at the time of the meeting. The Commissioners asked about the color coding on the step plans and an implementation timeline. Director Mach noted that the color represented approximately where employees are currently being paid. He hoped that there would be support from the Commission to keep researching and reporting with an end goal of having a final plan to present to the Commission in June of 2024. Commissioners asked Water Utility staff members in the gallery if they had any questions. Staff

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members asked what happens when employees reach the top step in a plan and why the 50th percentile was chosen for the plan. Director Mach indicated he did not determine what should happen when an employee reaches the top step. There would likely be a cost-of-living adjustment. The 50th percentile is generally used for salary studies, so Director Mach followed this convention. Staff asked if the Commission would consider a bonus in addition to the cost-of-living adjustment for employees that reach their final step. Director Mach noted that revisiting the salary study at least every two years would be prudent. Commissioners thanked the Water Utility staff for their input and for attending the meeting.

Following discussion, **No action required.**

Director's Report –

1. Water Loss Report – Staff continue to actively look for leaks. Two large leaks were found recently.
2. The following items were approved at the March 5, 2024, Board of Public Works meeting:
 - Award Contract 2-24, Sanitary Sewer & Laterals, Storm Sewer, Water Main & Services, and Street Construction, on E. Doty Street (S. Commercial St to Pine St), to Kruczek Construction, Inc., in the amount of \$2,295,807.21. The total bid for Water work was \$684,830.00 with a total estimated cost of \$638,080.00.
 - Award Contract 3-24, Sanitary Sewer & Laterals, Storm Sewer, Water Main & Services, and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Donald J. Hietpas and Sons in the amount of \$1,705,724.90 (corrected amount). The total bid for Water work was \$605,730.75 (corrected amount) with a total estimated cost of \$576,188.25 (corrected amount).
3. Booster Station update – The outer walls have been constructed.
4. Solar installation update – The array is working well. There is still high usage at the tower due to recent cold weather.
5. Plant update – Staff are obtaining quotes for the replacement of VFDs in the High Service Pumping Station.
6. Lagoon update – The surveyor will be working on getting a survey of the full West lagoon. Documents for the dredging of this lagoon will then be prepared.
7. The next regular Waterworks Commission meeting is scheduled for Monday, April 15, 2024.

Following discussion, **M.S.C. Lang/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. Hemes/Steiner to adjourn at 5:32 p.m. All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility