

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – December 18, 2023
Hauser Room – City Hall

Present: Commissioners: Lang, Steiner, and Bauman, and Director Mach

Also Present: Deputy Director of Finance Kahl, Public Works Engineer Kummerow, Water Distribution Tech II Reader, Filter Plant Electrical Technician Herbst, Filter Plant Mechanical Technician Patton, and Relief Operator Preissner

Excused: President Schmeichel and Commissioner Hemes

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

Approve Meeting Minutes for November 20, 2023 – Following discussion, **M.S.C. Lang/Steiner to approve the November 20, 2023 Meeting Minutes.** All voting aye.

Approve the Invoices for November 2023 –Commissioners had no questions about invoices and charges from November 2023.

Following discussion, **M.S.C. Steiner/Lang to approve the November 2023 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow presented the Storm Water Report. Highlights of the report include the City's acquisition of the Bridgewood Pond, and update on the Harrison Pond, planning for the new Douglas Pond, and the Total Maximum Daily Load (TMDL) Report. Public Works staff are working on a proposal to determine what modifications would be necessary to qualify the Bridgewood Pond for TMDL credits. Expenses relating to the operation and evaluation of the pond would be the responsibility of the City. PW Engineer Kummerow explained the delays in the Harrison Pond are due to supply chain issues with materials. As an example, the electric service pedestal was ordered back in April, but has still not arrived. PW staff are working in conjunction with parks staff in the design of the Douglas Pond. The design of the pond will assist in mitigating flooding issues in the Commercial Street corridor. PW Engineer Kummerow explained the TMDL report along with the amounts of suspended solids and phosphorous are required to be removed in the storm water system before it discharges into local bodies of water. This is critical in protecting water quality in the entire region.

Following discussion, **M.S.C. Lang/Bauman to accept and place on file the Storm Water Report.** All voting aye.

Final 2024 Operating and Capital Budget Approval – Director Mach and Deputy Director of Finance Kahl presented the Final 2024 Operating and Capital Budget for Commission consideration. Commissioners noted the large estimate for Meter Expenses for 2023. Director Mach explained that this was due to the large quantity of meters purchased this year in order to take advantage of favorable pricing. However, he noted that this should be an expense account and not a capital account. Thus,

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
December 18, 2023
Page 2 of 3**

the estimate for 2023 will not be correct. He also noted that we budgeted higher year over year for several line items, including Treatment Chemicals to cover projected yearly cost increases. Since the Cecil Tower painting is complete and under budget, he would like to look at reallocating healthy reserve account balances to other areas including the Meters/Endpoints Account. The development of the CIP did not take into account the endpoint replacement program that will be implemented in 2024. Thus, Director Mach asked the Commission if he can bring the CIP back early in 2024 for reapproval to cover the needed costs of this program. The total will be included in the Commercial meter replacement / Regular meter replacement program line item, but costs will be paid for through our reserve account.

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

Request to Carry Over Unfinished Capital Projects from 2023 – Director Mach presented a memo explaining the status of the Carbon Dioxide Tank Replacement Project and the Fox River Crossing 12” Water Main Project. Extremely limited staff time and supply chain issues have caused these projects to be delayed and he is requesting an extension of these projects into 2024.

Following discussion, **M.S.C. Lang/Steiner to approve the request to carry over the Carbon Dioxide Tank Replacement Project and the Fox River Crossing 12” Water Main Project until the end of 2024.** All voting aye.

Discussion of Water Utility Salary Study – Director Mach presented the Neenah Water Utility Salary Study. Data for this study was gathered predominantly from Class AB surface water utilities of comparable size. Staff developed standardized position categories that matched as closely as possible with current Utility positions. The ranges were then graphed by utilizing Box and Whisker Plots. Director Mach explained how the data sets fit within the plots but did not provide any further analysis. Commissioners expressed their gratitude to all staff members that took the time to develop this study.

Following discussion, **No action required.**

Director’s Report –

1. Water Loss Report – Water loss is down considerably. Director Mach believes this may be due to seasonality. Also, Billing Clerk Stone corrected additional billing errors that quarter. There were a few main breaks in the period, but they were generally small.
2. Plant update – Staff repaired the hydraulic actuator on one of the UV reactors and replaced a motor and gearbox for a softener mixer.
3. Booster Station update – The footings are being poured and a temporary driveway has been installed.
4. Solar installation update – The array is operating well, especially with the greater than usual amount of sunlight available this season.
5. The next regular Waterworks Commission meeting is scheduled for Monday, January 15, 2024.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
December 18, 2023
Page 3 of 3**

Following discussion, **M.S.C. Bauman/Lang 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. Bauman/Steiner to adjourn at 5:48 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