

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – May 21, 2024
Hauser Room – City Hall

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

Also Present: Finance Director Rasmussen, Deputy Director of Finance Kahl, Alderman Pollnow, and Jodi Dobson, CPA

Excused: Commissioners Bauman and Hemes

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

Approve Meeting Minutes for April 15, 2024 – Following discussion, **M.S.C. Schmeichel/Lang to approve the April 15, 2024 Meeting Minutes.** All voting aye.

Approve the Invoices for April 2024 – Commissioners had questions about invoices and charges from Badger Meter, Inc., Ray's Transmissions, and UW Milwaukee. Specifically, Commissioners asked when the transition to AMI will be complete, and all Badger endpoints will be retired. Director Mach noted that the transition will take approximately 3½ to 4 years. The charge from Ray's Transmissions is for the rebuild of the transmission for Truck 87. UW Milwaukee provided archaeological services to support the water main repair on Wisconsin Avenue. Their invoice was received approximately one year after the services were provided.

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

Appearances – None.

Old Business/New Business

Annual Utility Audit Report – Ms. Jodi Dobson, representing Baker Tilly, presented the annual Utility audit along with the audited financial statements. There were no concerns with regards to the audit and Ms. Dobson noted that no journal entries needed to be performed. This is a testament to the quality of service being provided by the Finance Department. Ms. Dobson presented the Water Utility Results page in the packet and explained that the Utility has a strong cash position, but the rate of return declined year over year. Commissioners asked Ms. Dobson if she knew what rate of return generally triggers the need for a rate study. Ms. Dobson noted that the Utility's authorized rate of return is higher than the actual return, but close to the current benchmark rate published by the PSC. The Utility could investigate a rate case if the actual rate of return continues to decline year over year.

Following discussion, **M.S.C. Steiner/Lang to accept and place on file the 2023 Annual Utility Audit Report.** All voting aye.

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the FY2023 and 1st Quarter of 2024 Financial Reports. Commissioners asked if the Total Current Assets were approximately \$3M higher due to the City loan. Director Mach confirmed this fact. Deputy Director Kahl noted that the 1st Quarter of 2024 results are similar to the 1st Quarter of 2023.

Following discussion, **M.S.C. Schmeichel/Steiner to accept and place on file the Financial Reports.** All voting aye.

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Approve Draft 2024-2028 CIP – Director Mach presented the Draft CIP for Commission consideration. Highlights of the CIP include the planned replacement of meter endpoints and an aggressive replacement schedule that focuses on lead service line replacements. Some of the projects are dependent upon planned expansions and developments within the City, so Director Mach stressed that this is a planning document. The CIP is developed in conjunction with Public Works staff and consists of areas which have a mix of poorer streets, storm, sanitary, and water infrastructure.

Following discussion, **M.S.C. Schmeichel/Steiner approve the Draft 2024-2028 CIP**. All voting aye.

Director's Report –

1. Water Loss Report – Water loss decreased this month. Staff are currently inspecting, and leak detection efforts will continue after construction is complete.
2. The following items were approved at the May 9, 2024 Board of Public Works meeting:
 - Pay Request No. 2, Contract 1-24, Sanitary & Storm Sewer, Water Main and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$70,727.50 for Water on Belmont Ct. and \$307,432.35 for Water on Cedar St.
 - Pay Request No. 1, Contract 2-24, Sanitary & Storm Sewer, Water Main and Street Construction, on E. Doty Avenue, to Kruczek Construction, in the amount of \$247,965.20 for Water.
 - Pay Request No. 2, Contract 3-24, Sanitary & Storm Sewer, Water Main and Street Construction, on Bayview Lane, Quarry Lane and Reed Street, to Donald Hietpas & Sons Construction, in the amount of \$20,069.65 for Water on Bayview Rd. and \$29,385.30 for Water on Quarry Ln.
3. Booster Station update – The bids for Contract B that includes mechanical, electrical, HVAC, and plumbing installations, were opened and read. The station floor and stoops were poured recently. After curing, the walls will be laid.
4. AMI update – Director Mach attended the Landis+Gyr Convention and was able to bring back a significant amount of valuable information. Staff continue to replace failing AMR endpoints.
5. Solar installation update – The array continues to function well.
6. The next regular Waterworks Commission meeting is scheduled for Monday, June 17, 2024.

Following discussion, **M.S.C. Lang/Schmeichel 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. Lang/Schmeichel to adjourn at 5:15 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility