

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 26, 2013

**Draft**

Commission Vice-President Roush called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Roy Kordus, Don Merkes, and Dan Zelinski present on roll call. Also present were Melanie Krause, Interim General Manager; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; John Teale, Technical Services Engineer; Scott Maurer, Water Maintenance Foreman; Don Voogt from McMahon Associates; and Leslie Taylor, board chair for Sustainable Fox Valley.

Those absent were: Commissioner Allwardt, Water Plant Supervisor Gosz,

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Merkes, seconded by Comm. Zelinski, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of May 22, 2013
- B. Approve and warrant payments summarized by checks dated May 30 & June 6-26, 2013, which includes Net Payroll Voucher Checks, Void O & M Checks #045690-045692, and Operation and Maintenance Voucher Checks for a total of \$1,114,605.94, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
  - Copy of Wisconsin Clean Transportation Program (WCTP) introduction highlighting Menasha Utilities HEV utility truck
  - Copy of News Release dated May 17 Re: Menasha Utilities/WPPI Energy High School Scholarship award
  - Copy of thank you letter dated May 23, from Michael Strauss Re: High School scholarship
  - Annual Drinking Water Quality Report Dated June 2013
  - Copy of letter from New Alchemy Energy Partners (NEPA) to Mayor Merkes, dated May 13 Re: potential working relationship with NEAP

Item IV. Claims Against The Utility – there were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, GM Position Update – Business Operations Accountant Hubertus reported that 111 resumes have been received; 3 have a utilities background and 14 individuals were sent a full job description. Applications will continue to be accepted until July 15, 2013.

Item VII. New Business, Amendment #1 for McMahon agreement for High Lift Water Main Replacement Project – Electric and Water Distribution Supervisor Pichler explained that the amendment is being requested to modify the original agreement dated January 11, 2013 for the High Lift Water Main Replacement Project from \$12,400 to \$16,900. The amendment would incorporate a local water main replacement project onto the High Lift Water Main Replacement Project. DNR approval has been obtained for the change. Water Maintenance Foreman Maurer added McMahon would prepare the bidding documents and administer the water main replacement contract.

The motion by Commissioner Merkes, seconded by commissioner Zelinski was unanimous on roll call to approve Amendment #1 from McMahon, for professional services, for the High Lift Water Main Replacement Project for a total increase of \$4,500.

Low Lift Pump Replacement Agreement, McMahon – Don Voogt of McMahon Associates stated the agreement was for a preliminary engineering evaluation of the concept and physical feasibility of installing a vertical turbine low lift pump above ground level and re-locating the raw water pipe in the water plant. The new lift pump would satisfy the deficiency of having the low lift pumps below grade, as noted in the Sanitary Survey, in addition to increasing the efficiency of the water plant operations.

Project Engineer Grenell reviewed the plans for re-locating the raw water pipe out of the sedimentation basins and into the existing pipe gallery. Business operations accountant Hubertus added the project is budgeted.

The motion by Comm. Merkes, seconded by Comm. Roush was unanimous on roll call to accept the proposal from McMahon Associates for preliminary engineering evaluation of the water treatment plant low lift pump replacement and raw water pipe re-location in the amount of \$2,950.00.

Sanitary Survey – Mr. Grenell stated the DNR sanitary survey went well. There were no significant deficiencies identified and only a few minor deficiencies noted. Recommendations and timelines were set in the survey and staff is working with the DNR to address all issues.

Comm. Merkes requested a list of water mains, less than 6 inches in diameter, sent to the Dept. of Public Works in order to coordinate street work with main replacements.

Mr. Voogt departed at 8:30 a.m.

School Challenge/Cool Choices – Leslie Taylor, board chair for Sustainable Fox Valley, summarized the Cool Choices program that was utilized in Menasha and Kaukauna schools this past school year. The program was designed to help students, and their families, recognize actions that can be taken to reduce wasteful use of energy resources. St. Mary's was the winning school in Menasha and received a certificate from Menasha Utilities that will be used to make energy improvements in their school.

Maplewood and Gegan Elementary were additional Menasha schools that participated in the program.

Ms. Taylor departed at 8:38 a.m.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – Comm. Roush questioned the number of employees with completed performance evaluations in the Water Distribution and the Electric Distribution departments. Mr. Pichler stated the Water Distribution evaluations were scheduled for the end of June and the Electric Distribution evaluations are scheduled for the first part of July.

Mr. Pichler reported on a substantial leak found by the Neenah-Menasha Sewage plant; the leak was repaired and plans to run a new line are in the process. A second leak is being investigated in order to pin point its exact location. Discussion ensued regarding current and future water usage monitoring devices.

Mr. Maurer departed at 8:50 a.m.

May Financial and Project Status Reports – Electric decreased slightly compared to budget; however, year-to-date consumption is above budget. Revenues are under budget due to the lower ECA rates for the industrial customers. A net loss was recognized in May, primarily driven by a combination of reduced consumption and lower ECA rates within the CP3 and CP4 customers. Expenses are higher than budget due to mixture of higher costs associated with the meter testing project, additional time spend on disconnects and reconnects, payment of the new radio system with the city, and tree trimming costs realized for the year occurring in May.

Water usage increased 22.23% compared to budget for the month with overall yearly consumption up 4.34%. The water loss ratio has returned to normal coming in at 8.5%. The projected year-end cash balance reflects all budgeted projects being completed this year as well as projects from 2012 that were delayed or carried over; approximately half of the budget verses projection difference was carried over from 2012. A portion of the overage has been transferred into the depreciation fund to cover future capital replacement projects.

Work has continued on the High Lift Pump Station project and the water sampling program. An energy efficiency rebate was received from Focus on Energy and applied to the High Lift Pump Station project.

After discussion, the Commission accepted the May Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – Mr. Grenell gave an update on the number 2 high lift pump damaged during start-up. New start-up procedures have been documented for future use.

Metering Practice & Plan –Staff is working on a plan to install over 300 meters that are currently in stock; and reviewing the usage of major customers for variances on a monthly basis.

Item X. No one from the Gallery was heard on any items discussed at this Meeting.

Item XI. The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 9:12 a.m.

By: JOANNE ROUSH  
Vice-President

DAN ZELINSKI  
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.