

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 28, 2014

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and Pam Captain, City Attorney.

Those absent were John Teale, Technical Services Engineer and Lonnie Pichler, Distribution & Utility Services Manager.

Item II. Closed Session – The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to convene into closed session pursuant to Section 19.85 (1) (g), of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189).

There being no further business, the motion by Comm. Roush, seconded by Comm. Allwardt, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 8:22 a.m.

John Teale, Don Voogt of McMahon Associates, Scott Maurer, Water Maintenance Foreman arrived, and Pam Captain departed at 8:22.

Item III. People from the Gallery to be heard on any topic of public concern to the Utility.

Tony Hoppe, Electro-Mechanical Technician, commented on the man hours spent revising the performance evaluation, and the negative effects on employee morale if the Employee Performance Evaluations/Merit Pay vote was overturned.

Item IV. Motion made by Comm. Roush, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of April 23, 2014
- B. Approve and warrant payments summarized by checks dated May 1-28, 2014, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$955,412.38, 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 email response from Wisconsin Emergency Management Re: Water Expenditures related to severe cold weather.
 - Copy of Menasha Utilities Annual Drinking Water Quality Report dated June 2014.

Copy of Menasha Utilities “Protecting Your Three-Phase Service From Single Phasing” pamphlet that will be sent to three phase customers.
Copy of letter from the Public Service Commission of Wisconsin dated April 17 Re: Electric Billing Audit.
Copy of Menasha Utilities 2014 Farm Fresh Market Events bill insert.
Copy of letter from Heckrodt Wetland Reserve dated May 2 Re: Donation.
Copy of letter from the Menasha High School Junior Parents Re: Donation.
Copy of letter from Lucas Rappert dated May 19 Re: 2010 Menasha Utilities/WPPI Energy Scholarship recipient graduation.

With the presence of Don Voogt from McMahon Associates Unfinished Business was advanced for discussion.

Item VII. Unfinished Business – Bids for Low Lift Pump Replacement & Raw Water Piping - Mr. Voogt reviewed the bid opening held May 22, 2014. Four bids were received with J.F. Ahern Co., being the low bidder at \$429,900.00. This project will satisfy two of the DNR’s compliance issue.

A motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call to award the bid for the Low Lift Pump Replacement & Raw Water Piping contract M0002-930724 to J.F. Ahern Co., in the amount of \$429,900.00. The Commission also recommended the Board of Public Works approve and award this bid to J.F. Ahern Co. and then forward it to the Common Council for Approval.

Mr. Voogt departed at 8:34.

Item V. Claims Against The Utility – A motion by Comm. Merkes, seconded by Comm. Kordus, was passed (4-1) to issue a formal notice of disallowance for the claim of Nancy Johnson, 2415 N. Alexander Street, Appleton and that she be advised of her statutory rights pursuant to Wis. Statute §893.80. Commissioners Kordus, Merkes, Roush, and Allwardt voted yes, Commissioner Zelinski voted no.

A motion by Comm. Roush, seconded by Comm. Kordus was unanimous to issue a formal notice of disallowance for the claim of Carlos and Peggy Mendez, 1600 Northridge Court, and that they be advised of their statutory rights pursuant to Wis. Statute §893.80.

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

Motion by Comm. Roush, seconded by Comm. Zelinski was unanimous on roll call to approve the purchase orders as presented.

Mr. Maurer departed at 8:50 am.

Item VIII. New Business – Motion for reconsideration of Performance Evaluations/Merit Pay – A motion by Comm. Kordus, seconded by Comm. Zelinski, was not passed (3-2) to reconsider

the vote from the April 23rd Commission meeting to approve the Performance Evaluation and Merit Based Pay System as presented. Commissioners Roush, Merkes, and Allwardt voted no, Commissioners Kordus and Zelinski voted yes.

Employee Handbook/Pay Day Change – A modification of the Employee Handbook to change from weekly to bi-weekly pay dates starting August 8th was proposed. Advantages of the change were discussed.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous on voice vote to approve changing the Employee Handbook to reflect bi-weekly pay dates.

2014 Menasha Utilities Strategic Management Plan – Comm. Allwardt asked the Commissioners to bring changes they would like to see for the 2015 Strategic Plan to the next scheduled commission meeting.

Communication Plan/Employee Newsletter – One of management's strategic initiatives is to improve communication within the organization. Creating an Employee Newsletter with centralized information is one way of achieving this. The first edition was sent out in May and was included in the packet.

Item IX. Strategic Reports, Monthly Strategic Initiative Update – The April report was discussed, which included an update on the lineman hired to begin employment in June.

April Financial and Project Status Reports – For the month of April, electric consumption increased by 2.56% compared to budget; distribution expenses were less than budget due to underground riser maintenance testing budgeted for in April that will be completed later in the year; and administrative & General expenses are lower than budget because of lower health insurance costs.

Water consumption increased 5.78% compared to budget with year-to-date up by 5%. System losses came in at 9.7% which include main breaks and service leaks. Operation costs are higher than budget due to charges for sewer user fees associated with running water to avoid freeze ups during the winter. On the project report, the first installment for the London Street Main Replacement Project was paid.

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

Project Reports, Water Plant Projects – The Source Water Sampling project has been completed, the data collected was compiled and sent to be analyzed. Staff is working on having the West Wall project completed soon. Future plans for the dissembled water tower site were discussed. The commission requested that staff explore different options, with pricing, and bring the ideas back for discussion.

Roy Kordus departed at 10:05 am.

Metering Practice & Plan – During meter testing two GS1 customers were found to have a metering and billing error which was then corrected. In addition, 35 poly phase meters were upgraded to AMR along with some single phase meters.

Commissioner asked staff to create a report of findings from the Metering Practice plan to distribute to other WPPI communities.

Steam Plant RFP – At the special council meeting on May 21st an agreement with one of the owners of Simply Incredible Foods was approved. It is expected to be signed early in June.

Item X. People from the Gallery to be heard on any items discussed at this Meeting.

Item XI. The closed session was cancelled and a motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call to adjourn at 10:22 a.m.

By: MARK L. ALLWARDT
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.