

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

July 30, 2014

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners 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; and Paula Maurer, Customer Services Manager. Also present were Gary Rosenbeck and Don Voogt of McMahan and Scott Maurer, Water Maintenance Foreman.

Those absent were: Commissioner Kordus and Technical Services Engineer, Teale.

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

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

- A. Minutes of the Regular Meeting of June 25, 2014
- B. Approve and warrant payments summarized by checks dated June 3-23, 2014, which includes Net Payroll Voucher Checks, Void O & M Check #46950, and Operation and Maintenance Voucher Checks for a total of \$605,409.05, 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 letter from Public Service Commission of Wisconsin dated June 26 RE: Certificate of authority and order for relocating water treatment plant raw water line and pumps for the low lift pumping operations.
 - Copy of the July Menasha Utilities Newsletter
 - Copy of information from the 2014 WPPI Energy Member Regional Power Dinner
 - Copy of email dated June 29 from Steven Zach of Boardman & Clark RE: 2015 WRS rates
 - Copy of the 2014 MEUW Annual Conference Awards
 - Copy of email dated July 5 from Chaz Munyan RE: Thank You

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

Item V. No purchase orders over \$10,000.00 issued since the last Commission meeting.

Item VI. Unfinished Business, Source Water Supply Evaluation – Water Plant Supervisor Gosz stated the agreement was for professional services to evaluate the data collected during the Water Quality Study. Gary Rosenbeck of McMahan added that a recommendation of the most cost effective source water intake option utilizing criteria such as capital costs, permitting issues, operation cost; access issues, security risks and water quality would be presented upon completion.

Commissioner Merkes suggested including community economic impact to development of the area surrounding the current intake as part of the report. The City's Community Development could provide data relating to current and future impact to development, tax base, and community amenities relating to each potential intake location that could be incorporated into the final report.

The motion by Comm. Roush, seconded by Comm. Zelinski was unanimous on voice vote to approve the agreement for professional services from McMahon for a Source Water Supply Evaluation in the amount of \$19,500.00 with completion in 22 weeks.

Gary Rosenbeck and Don Voogt departed at 8:15 a.m.

Item VII. New Business, Organizational Chart/Job Descriptions – Phase 1 of an organizational structure from a functional perspective containing a more even distribution of responsibility was presented. A transitional plan, with a timeline to address the vacancy of the Distribution and Utility Services Supervisor, along with three job descriptions updated to follow the proposed organizational structure was also discussed.

Commissioner Roush suggested the basic core competencies that go across management positions be consistent within the individual job descriptions.

The motion by Comm. Zelinski, seconded by Comm. Roush was approved on voice vote to accept the organizational chart and job descriptions as presented.

2015 Strategic Plan and Budget Schedule – The upcoming strategic plan and budgeting sessions were discussed. Ideas brought forward included adopting a multi-year strategic plan, focusing on a big picture perspective, and coordinating with WPPI's initiatives in order to share resources. The September 3rd special meeting scheduled for 8:00 a.m. was changed to 5:00 p.m.

WPDES Permit – The State of Wisconsin Department of Natural Resources has determined that Menasha Utilities no longer requires WPDES permit No. WI-0027707-08-0. Discussion ensued regarding the limit allocations that were attached to this permit.

The motion by Comm. Merkes, seconded by Comm. Roush was unanimous on voice vote to direct staff to submit a letter to the DNR to reallocate the phosphorous limit allocations and total suspended solid allocations to the City of Menasha.

Change Order #1, McMahon – The change order modifies the contract price from \$274,220.00 to \$301,374.14. Change order # 1, in the amount of \$27,154.14 is requested because the project was bid with water main in terrace along with the need for additional relays. The location was moved into the street during permitting process to keep within Wisconsin DNR codes for separation from sewers.

The motion by Comm. Merkes, seconded by Comm. Roush was unanimous on roll call to approve Change order #1 to Donald Hietpas & Sons, Inc. for the London Street Water Main

Reconstruction project for a total increase of \$27,154.14. The Commission also recommended the Board of Public Works approve change order #1 and forward it to the Common Council.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – A water loss comparison to surrounding communities was included in the June Strategic initiative. Additional benchmarking and rotating review of components will be included in future reports.

June Financial and Project Status Reports – Electric consumption decreased .33% compared to budget with year-to-date up by 1.43% compared to budget. Net operating income was \$4,595.00 higher than budgeted due to delayed expenses.

Water consumption decreased .34% compared to budget with year-to-date up by 4.7% compared to budget. System losses for the year have evened out to 8.46%. Chemical costs are \$5,535.00 less than budget for the month.

Final utility readings were taken for the steam plant. Management is working with the auditors and the City to close out the Steam Utility.

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

Commissioner Merkes departed at 9:50 a.m.

Project Reports, Water Plant Projects –A low lift pump reconstruction meeting has been scheduled and work is continuing on the #4 high lift pump rebuild vibration. Lead and copper testing has been performed; a report will be provided to the commission in August.

Water Tower Site – Options for fencing around the generator and power transformer are being looked at for the former tower site.

Metering Practice & Plan – Staff continues to work on AMR replacements. Chapman is scheduled to come in during September to work on commercial customer verifications.

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

Item X. The closed session was canceled and motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved to adjourn at 9:07 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.