

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 28, 2015

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, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager and Paula Maurer, Customer Services Manager.

Commissioner Roush arrived at 8:05 a.m.

Item II. The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Delinquent Accounts.

There being no further business, the motion by Comm. Allwardt, seconded by Comm. Zelinski, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 8:50 a.m.

Steve Grenell, Engineering Manager, William Menting, Electric Manager; Tim Gosz, Water Utility Manager; John Teale, Technical Services Engineer, Kristin Hubertus, Business Operations Accountant, Don Voogt and Dawn Goeser of McMahan, Lisa Miotke, WPPI Energy Representative, and Scott Maurer, Water Maintenance Foreman joined the meeting at 8:50 a.m.

With the presence of Don Voogt and Dawn Goeser of McMahan, New Business Item VIII. A, and Unfinished Business Item VII. D were advanced for discussion.

Item VIII. New Business, 2015 Water Main Reconstruction Bid Opening – Water Utility Manager Gosz reviewed the bid opening held on January 22, 2015. Nine bids were received with Donald Hietpas and Sons, Inc. being the low bidder at \$618,358.50.

The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimous to award the bid for the 2015 Water Main Reconstruction project #M0002-940733 to Donald Hietpas and Sons, Inc. in the amount of \$618,358.50. The Commission also recommended the Board of Public Works award this bid to Donald Hietpas and Sons, Inc. and then forward it to the Common Council for approval.

Commissioner Zelinski departed at 9:00 a.m.

Item VII. Unfinished Business, Source Water Supply Update – The year-long study of source water intake for the Menasha Utilities Water Treatment was discussed. The Executive summary, presented by McMahon, outlined the steps taken to evaluate 5 potential water intake sites. It is the recommendation of McMahon and staff to proceed with the source water intake from site #4, the navigation channel east of the Pretreatment Basin, with a capital cost of approximately \$1,275,560. The existing Pretreatment Basin would no longer be required for the proposed future water supply option.

The Commission requested staff come back with the cost impacts, beyond the capital expense, associated with the recommended intake site.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous to express the Commissions support of the findings summarized in the Executive Summary from McMahon on the Source Water Supply Evaluation and proceed to have discussions with the DNR.

Don Voogt and Dawn Goeser departed at 9:20 a.m.

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

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

- A. Minutes of the Regular Meeting of December 18, 2015
- B. Approve and warrant payments summarized by checks dated December 26-31, 2014 & January 8-28, 2015, which includes Net Payroll Voucher Checks, Processed ACH Zero Checks #501288-501306, and Operation and Maintenance Voucher Checks for a total of \$1,507,343.12, 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 Moody's Investors Service dated January 14, 2015 RE: City of Menasha Rating Upgrade
 - Copy of letter from the State of Wisconsin Department of Natural Resources dated January 13, 2015 RE: Approval of Revocation of permits 471033640-P01 and 471033640-P10
 - Copy of the 2014 Summary of Work-Related Injuries and Illnesses sent to the Wisconsin Department of Safety and Professional Services
 - Copy of Menasha Utilities Newsletter dated January 2015
 - Copy of email from Customer Services Manager Paula Maurer dated January 6, 2015 RE: Call Received for Appreciation of Work Performed by Electric Department
 - Copy of letter from St. Joseph Food Program dated December 18, 2014 RE: Thank You for Food Program Donation
 - Copy of letter from Cornerstone Church dated December 22, 2014 RE: Thank You for Food Pantry Donation

Copy of letter from Double Portion Soup Kitchen and Pantry dated December 18, 2014 RE: Thank You for Donation

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

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

Item VII. Unfinished Business, Change Order #1, Low Lift Pump Modifications – The revised amount for permit fees assessed on Change Order #1 has been received. J.F. Ahern will resubmit Change Order #1 after reimbursement from the City.

Lead & Copper Testing – Staff met with the PSC regarding the proposed ordinance and possible financing options. It was determined that the Utility does not have the legislative authority to run a loan program for customers, however, a potential alternative would be to request a tariff to establish a deferred payment arrangement for this program. Discussion regarding how the tariff would be constructed; which types of properties would be eligible; and the benefits of educating customers regarding the health and financial advantages of replacing lead services ensued.

The Commission directed Staff to pursue filing a tariff with the PSC for a deferred payment arrangement with a preference of only owner occupied residential properties being eligible.

Merit Based Pay System 2015 – Management reported on how the 2014 Merit plan was used as a tool to help define employee expectations; determine performance; set 2015 goals; and reward employees for exceptional performance.

A motion made by Comm. Allwardt, seconded by Comm. Roush was unanimous to update the performance management system based on recommendations by slightly modifying the evaluation form and provide more value for exceeding expectations earned without changing the principles of the program.

Lisa Miotke departed at 10:00 a.m.

Item IX. Strategic Reports, Monthly Strategic Initiative Update – With the absence of December financial reports, key financial statistics were added to the December Strategic Report.

Financial and Project Status Reports – There were no Financial and Project Status reports this month. The December and January Statements will be included with the February meeting packet after the audit in February.

Project Reports, Water Plant Projects – The low lift pumps are in service, working as expected and staff is in the process of programming the PLC.

Water Plant Security System – Staff is working on creating a class I notice, Request for Quotes, to be run in the Post Crescent.

Notice of Noncompliance Monitoring – The Utilities received a notice of noncompliance from the DNR regarding failure to perform required monitoring. A letter from the laboratory the Utilities uses for water monitoring was included which explained the lab inconsistency, not Utility error that triggered the noncompliance.

Metering Practice & Plan – Staff is utilizing scheduled outages for rewiring services in order to comply with Menasha Utilities standards. Additionally, a MEUW subcommittee chaired by Paula Maurer for Metering and Billing practices has drafted a template in order to help other Utilities navigate through their upcoming PSC audits.

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

Item XI. The motion by Comm. Roush, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 10:40 a.m.

By: MARK L. ALLWARDT
President

ROY KORDUS
Secretary

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