

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 25, 2016

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, Don Merkes, Dan Zelinski, and Antoine Tines present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer; David Christensen, Engineering Technician; Dawn Lucier, Administrative and Accounting Assistant; Lisa Miotke, Energy Service Representative; Scott Maurer, Water Distribution Foreman; and Don Voogt of McMahan.

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

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

- A. Minutes of the Regular Meeting of April 20, 2016
- B. Approve and warrant payments summarized by checks dated April 28 & May 5-25, 2016, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$1,347,962.73, 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 May 2016 MU Employee Newsletter
 - Copy of Invitation to MEUW 87th Annual Conference
 - Copy of US 10/WIS 441 Project Improvements and Timeline
 - Copy of News Release Dated May 19 RE: High School Scholarship
 - Copy of Card From Jordan Schmitting RE: Thank you for High School Scholarship
 - Copy of letter from UW Fox Valley Foundation dated April 27 RE: Thank you for Scholarship Donation

Item IV. Claims Against The Utility – After discussion, the motion by Comm. Allwardt, seconded by Comm. Kordus was carried unanimous on roll call, with Commissioner Zelinski abstaining, to issue a formal notice of disallowance for the claim of Steve Paulson, 617 Appleton Street, and that he be advised of his statutory rights pursuant to Wis. Statute §893.80 .

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

With the presence of Don Voogt, McMahan, New Business E was advanced for discussion.

Item VII. New Business, Water Capital Needs Study – Mr. Voogt summarized the 10 year Capital Improvements Plan which included historical water use; long range water mains replacement plan; source water intake; water plant improvements, reconfigurations, and updates; and possible future DNR regulations along with proactive measures the Utilities can develop. A detailed report will be presented at a future meeting.

Commissioners asked to have a possible alternative area created for the truck dock and a comparison of water charges for local municipalities.

Mr. Voogt departed at 8:45 a.m.

Item VI. Unfinished Business, Water Tower Land – Staff would like to review the amount of land the Utilities requires before moving forward and will be brought back at a future meeting.

Lead Water Service – Included in the packet was a newsletter from the Environmental Loan program summarizing the lead service line replacement principal forgiveness eligibility program. Staff is waiting for the guidance and views of the PSC and will continue monitoring the programs development.

Item VII. New Business – Licensing Agreement with Level 3 Communications – The pole contract agreement with Level 3 Communications was discussed in detail. Fees, rights under the reserve capacity section, and the strength of the contract were highlighted.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved to accept the agreement for communications attachments to utility poles with Level 3 Communications, LLC as presented.

Midway Loop – Staff is looking to change the scope of the Midway Loop project from a distribution capacity cable to a feeder capacity cable. The additional \$66,237 will come from reallocating available funds from the Racine Street Bridge project and the 3rd Street Bridge project.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimous on roll call, with Commissioner Tines abstaining, to approve the installation of the Midway Loop project with underground feeder capacity, as outlined in the original scope of work, at a cost of \$215,437.

Parking Lot Paving – The Office Complex parking lot paving was included with the City of Menasha paving bid and was approved by both the Department of Public Works and the Common Council.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous on roll call to approve the bid from Northeast Asphalt for the parking lot portion of the city street projects at \$105,740.75, \$8,500 for other work, and \$1,200 for Menasha Utilities labor.

Hydro-Pneumatic Tank – Temporary hydro-pneumatic tanks will be needed to sustain water pressure during the upcoming Washington Street Water Tank painting project.

The motion by Comm. Zelinski, seconded by Comm. Kordus, was unanimously approved on roll call to lease a hydro-pneumatic tank in the amount of \$6,320.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The April report was discussed.

April Financial and Project Status Reports – Electric consumption was down 8% compared to budget but was almost completely offset by lower than budgeted cost of power, and Net Operating Income was lower than budget partially due to timing issues with budgeted expenses.

Water consumption was 10% lower than budget. Staff continues to research why the water loss ratio has remained high by testing water meters; checking water plant data for accuracy; and will be utilizing listening devices used for leak detection.

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

Project Reports, Water Projects – The Main Replacement projects are moving forward as scheduled and DOT final permitting was received for proceeding with the intersection of 9th and Racine.

Sanitary Survey – The Sanitary Survey is complete with no new violations or deficiencies recorded. Staff continues to work with the DNR on previous survey recommendations.

Electric Projects – Databases and asset management programs are being worked on; there are less than 30 electric meters left to be changed to AMR; DOT work continues; and 70 street lights remain to be changed out to LED in the city.

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

Item X. The motion by Comm. Merkes, seconded by Comm. Allwardt, 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 regarding delinquent accounts at 9:58 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.