

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

April 20, 2016

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners 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; Dawn Lucier, Administrative and Accounting Assistant; Scott Maurer, Water Distribution Foreman; and Don Voogt, Jeffrey Kellner of McMahan.

Those excused were Commissioner Kordus and David Christensen, Engineering Technician.

With the absence of Commission Kordus, Commissioner Merkes was appointed as acting secretary.

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

- A. Minutes of the Regular Meeting of March 23, 2016
- B. Approve and warrant payments summarized by checks dated March 31 & May 7-20, 2016, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$603,858.23, 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 dated March 25 from Arbor Day Foundation RE: Menasha Utilities recognition as a Tree Line USA for the fourth year.
  - Copy of Invitation to WPPIenergy 2016 Regional Power Dinners.
  - Copy of March 2016 MU Employee Newsletter.

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.

With the presence of Don Voogt and Jeffrey Kellner, McMahan, Unfinished Business B and New Business item C were advanced for discussion.

Item VI. Unfinished Business, Sludge Disposal Study – Don Voogt, McMahan detailed the pros and cons of the five alternatives for Water Treatment Facility sludge handling and disposal as outlined in the materials presented. It is McMahan's recommendation to continue with the current practice of sludge disposal and to incorporate the findings into the ten year capital improvement plan.

Item VII. New Business, Bids for Washington Street Water Tank Painting – The bid opening held on April 14, 2016 for the Washington Street Water Tank Painting was discussed. Two bidding options were conducted; a Base bid for complete removal of the existing exterior coating system, new tank coating, lettering and logo; and an Alternative bid for power cleaning rust spots, spot priming, tie-coating exterior followed by a polyurethane topcoat. Both options received seven bids. It is McMahon's recommendation to go with a Base bid award to V & T Painting, LLC in the amount of \$260,000.

With McMahon's recommendation the project will come in over budget. Staff will be transferring funds from the Intake Engineering project to cover the shortfall.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to award the bid for the Washington Street Water Tank Painting to V & T Painting, LLC in the amount of \$260,000. The Commission also recommended the Board of Public Works approve and award this bid to V & T Painting, LLC and then forward it to the Common Council for approval.

Don Voogt and Jeffrey Kellner departed at 8:34 a.m.

Item VI. Unfinished Business, Lead Water Service Ordinance – Staff has been in contact with the City Attorney regarding creating a program within the city ordinance that would address the possibility of assessing a special charge for customers that have lead services; how to treat the costs of administering the program; and dealing with non-owner occupied property.

Item VII. New Business – Quarter Century Club Inductee – Commission President Allwardt presented Scott Maurer, Water Distribution Foreman, with a certificate of recognition and appreciation for his 25 years of service.

Scott Maurer departed at 8:37 a.m.

Pole Trailer Purchase – Electric Manager Menting explained the differences between the four pole trailers quoted and the reasons for recommending the purchase of the Saubre Mfg. model 4400 with the options listed in the amount of \$18,400. The Commission approved the recommendation.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The March report was discussed. The outages portion of the report has been updated and under the system reliability through improvements and technology section, the Electricity 5yr Avg amount should be \$11,128.

March Financial and Project Status Reports – Electric consumption was down 1.8% compared to budget but was offset by the cost of power coming in at 7.3% lower than budget for the month. Net Operating Income was 46% higher than budget due to lower expenses overall and tree trimming expenses not being recognized on the Income Statement until April.

Water consumption was 1.7% lower than budget and staff is looking to reasons why the system water loss ratio is coming in high.

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

Project Reports, Water Projects – Staff is waiting on approval from the DNR for the rubber membrane roof on the pump station; the canal recirculation pump motor will need to be repaired; and a customer has made contact with the Utility regarding the possibility of acquiring part of the old water tank property.

The Commission asked staff to bring a recommendation outlining the portion of the old water tank property the Utility has no purpose for to the next Commission meeting.

Electric Projects – Work continues on the Department of Transportation (DOT) projects; staff is waiting on approval from the state to move a 35kV line; the 9<sup>th</sup> & Racine project is planned out and being coordinated with the DOT; Midway Loop project estimates have come in over budget, alternatives are being considered; and staff is working with Festival Foods regarding the costs for relocating an underground primary distribution cable.

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. RE: Delinquent Accounts

By: MARK L. ALLWARDT  
President

DONALD MERKES  
Acting Secretary

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