

Waunakee Utilities Commission Meeting January 24, 2022

Members Present: Chris Zellner Gary Herzberg John Roessler
Steve Kraus

Others Present: Tim Herlitzka Randy Dorn Jeff Matthias

Excused: Shirley Nelson Roxanne Johnson Paul Endres

John Roessler called the regular meeting of the Waunakee Utilities Commission to order.

Minutes

A motion was made by Chris Zellner and seconded by Gary Herzberg to approve the minutes of the December 21, 2021 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. A motion was made by Gary Herzberg and seconded by Chris Zellner to approve payment of the following bills:

Total	Vendor	Description
\$ 350.84	Ace Hardware	Miscellaneous parts/supplies
382.05	AFLAC *	Monthly premiums
892.82	APG	Energy assistance ads
232.75	Arlington Hardware Co.	Shop maintenance
488.23	Auto Value Waunakee	Truck parts
501.36	Cintas Corporation	Uniforms
351.69	Conney Safety	Building maintenance
502.00	Coverall North American, Inc.	Cleaning service
1,614.41	Delta Dental	Monthly insurance premiums
175.94	Deluxe	Deposit ticket books
122.92	Dish *	Monthly service
28,654.93	EFTPS *	941 taxes
7,007.46	Empower Retirement *	Deferred Compensation & Roth
2,087.81	Exxon Mobil *	Gasoline for trucks
679.09	General Communications	Truck maintenance
2,386.50	GLS Utility, LLC	Locating services
91.46	Hallman Lindsay	Well maintenance
100.00	Hellenbrand	Annual chloride testing
2,410.00	Hellenbrand Glass	Well maintenance
210.00	HG Signs	Truck maintenance
132.66	Insight FS	Forklift fuel
77.33	KB Custom Homes, LLC	Refund
226.43	Kruchten, Donna	Refund
677.32	Kuehn, Michael & Debra	Refunds
153.70	Lakeside International, LLC	Truck maintenance
215,234.56	L.C. United Painting	Frank H elevated tank re-painting
532,361.37	Madison Metro Sewerage Dist.	4th Qtr. Serv. - Village \$429,151.70, SPL \$101,262.28 and lab samples
2,341.80	Meier, Scott & Susan *	Refund
18,304.75	MEUW	2022 membership dues & safety program fees
1,042.00	Monroe Truck Equipment, Inc.	Truck maintenance
156.74	Napa Auto Parts	Truck parts
481.00	Northern Lake Service, Inc.	Water samples for Octopi
19,334.60	North Shore Bank *	Deferred compensation & HRA contribution
291.72	Office Depot	Office supplies
325.20	Paragon Development Systems, Inc.	Covers for tablets
90,462.29	Payroll*	12/31 & 1/14
237.50	Per Mar Security Services *	Service call
66.50	Piggly Wiggly	Soda for machine and office/shop supplies
170.00	Pomp's Tire Service, Inc.	Sewer camera trailer maintenance

10.03	PSC	Sale of assets to WP & L
20,499.51	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
125.99	Reis, Tom	Refund
139.42	Resco	URD maintenance
127.10	RG Heating & Air Conditioning	Well maintenance
754.48	Rhyme Business Products *	Monthly lease payment & usage charges
776.32	Securian Financial Group *	Life insurance premiums
4,519.80	SEERA c/o Wipfli, LLP	December Focus on Energy program fees
180.35	Short, Brittany & Reed	Refund
585.00	Springfield Welding	Backhoe trailer maintenance
651.00	Stafford Rosenbaum	Legal: Water agreement with Westport
1,384.88	State Bank of CP/Credit card payment *	MEUW conference registration, office expenses, clothing, shop maint., hard hats, 2022 planner, monthly subscription charges for Microsoft, tools and forklift maintenance
5.40	Statz, Carl F.	Part for snow blower
4,651.29	Stuart C Irby Co.	Inventory, UG & street light maintenance
108.57	T A S Communications *	Answering service
968.94	TDS Telecom *	Monthly phone & modem service
9,322.74	Tierney, Don	Refund on Deposit
1,679.60	Trending Now Promotions	Clothing
601.64	The UPS Store	Shipping charges for water samples & sewer camera
391.75	U.S. Cellular *	Monthly cell phone service
3,481.35	Utility Sales & Service	Truck maintenance
15,117.54	Veridian Homes	Refund on Deposit
14,067.54	Village of Waunakee *	Re-bills for: Mechanic, ad min fee, engineer & intern
71,382.84	Village of Waunakee	Flexplan & refuse/Dec.
5,770.00	Village on Main, LLC	Refund on Deposit
242.00	Waunakee Area Chamber of Commerce	Member fees and dues
959.49	Waunakee Power Equipment	OH maintenance
25,658.64	WI Dept. of Revenue *	State & sales taxes paid
869,414.48	WPPI Energy	December power bill
6,806.15	WPPI Energy	Meter data collection & mgmt., utility billing & CIS, shared meter technician, low-income admin. service fee, hosted e-mail & financial and accounting software, cyber security, member network assessment & monitoring, member network support, member/WPPI WAN and Verizon charges
23,768.58	WI Retirement System *	Retirement - December
26.00	WI State Lab of Hygiene	Water samples
<i>Bills Received Subsequent to Packed Delivery</i>		
\$ 6,118.40	Border States	Inventory and OH maintenance
76.13	Crescent Electric	Building maintenance
479.46	Hallman Lindsay	Office and well maintenance
295.00	MEUW	Management training session registration
2,159.37	MG & E	Boosters, wells, service building & lift stations
18,064.96	Millennium	Inventory & URD maintenance
96.20	Northern Lake Service, Inc.	Water samples for Octopi
6,016.49	Resco	Inventory
842.20	SJE	Lexington booster station maintenance
7,386.84	Strand Associates, Inc.	Verleen Ave. elevated tank repainting
48,751.90	Stuart C Irby Co.	Inventory & URD maintenance
133.17	T. A. S. Communications	Answering service
685.34	The UPS Store	Shipping charges for Octopi water samples
60.00	Wil-Kil Pest Control	Pest control
\$ 2,106,663.61		

Motion carried.

Public Comment

There was no public comment.

Presentation from Financial Advisor

Jeff Matthias from Madison Investments provided a presentation about the portfolio they manage for the utility.

Agreement for Interconnection of Water Services with the Town of Westport

The commission was presented background information about the water interconnections with the Town of Westport. The Public Service Commission of Wisconsin stipulates that an agreement must be in place between the two communities for these interconnections and a proposed agreement was presented.

After a discussion, a motion was made by John Roessler and seconded by Gary Herzberg to recommend approval of the interconnection agreement to the village board. Motion carried.

If approved by the board, the agreement will then need to be approved by the Town of Westport to become effective.

Disposal of Water and Electric Meters

The commission was provided information on the large quantity of old water and electric meters that have been removed from service over the past several years as part of the AMI project. Unsuccessful attempts have been made to sell the meters and staff is recommending they be sold for scrap.

After a discussion, a motion was made by Gary Herzberg and seconded by Chris Zellner to dispose of the meters for scrap if an additional attempt to sell the meters is unsuccessful. Motion carried.

Hiring Replacement for the Accounting Coordinator and New Position Description

The commission was presented a proposed recruitment timeline for hiring a new accounting coordinator due to the upcoming retirement of Julie Rittmeyer. Minor changes to the position description were also presented.

After a discussion, a motion was made by John Roessler and seconded by Chris Zellner to approve the hiring timeline and changes to the position description. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,545 water units are now in service and the project is approximately 87% complete. The project is on hold due to the availability of water meters.

Village-Wide Construction Projects

Staff discussed the next phases of the Heritage Hills Subdivision.

Operations Report

The commission was provided a brief update on various operational matters.

General Manager's Report

The general manager discussed the upcoming annual financial audit and the recent graduation of Sam Trace from the line worker apprenticeship program.

Financial Statements

Limited information was presented for December since there are a number of accounting adjustments being prepared in advance of the upcoming audit.

A motion was made by John Roessler and seconded by Chris Zellner to adjourn the meeting. Motion carried.

Respectfully submitted: _____
Commission Secretary