

## Waunakee Utilities Commission Meeting February 13, 2019

**Members Present:** Paul Endres                      Chris Zellner                      John Roessler  
Roxanne Johnson

**Others Present:** Tim Herlitzka                      Randy Dorn  
Jeff Matthias (Madison Investment Advisors)

John Roessler called the regular meeting of the Waunakee Utilities Commission to order at the Waunakee Utilities facility at 322 Moravian Valley Road.

### Minutes

Moved by Chris Zellner, seconded by Paul Endres, to approve the minutes of the December 18, 2018 Utilities Commission meeting. Motion carried.

### Bills

The list of bills was reviewed. Moved by John Roessler, seconded by Paul Endres, to approve payment of the following bills:

#### January Bills Presented in February

Total	Vendor	Description
\$ 179.10	AFLAC *	Monthly premiums
453.50	All Channel Electronics	Annual alarm monitoring & test emergency call button
3,224.34	Allen, L.W.	Maintenance of lift station
252.83	Alliant Energy	Unused portion of Energy Assistance funds
136.50	Boardman Clark	Legal: Employee matter
429.57	Border States	Street light maintenance
220.16	Cintas Corporation	Uniforms
593.29	C & M Hydraulic Tool Supply	Tool repair
381.54	Core & Main	Water inventory & water meter test bench maint.
502.00	Coverall North American, Inc.	Cleaning service
156.33	Creekside of Waunakee	Refund/Sarah Lange
2,709.58	Crescent Electric	Inventory, street light maintenance & shop lights
70.42	Dane Lumber & Home Center	Work order materials
1,658.18	Delta Dental	Monthly dental insurance premiums
172.80	Diggers Hotline, Inc.	Locating services
101.92	Dish Network *	Monthly service
39,722.56	EFTPS *	941 taxes (3 payrolls)
9,776.58	Empower Retirement *	Deferred Compensation & Roth (3 payrolls)
1,092.22	Exxon Mobil *	Gasoline for trucks
6,539.42	General Engineering Company *	Cross connection inspections
80.31	Heartland Properties	Refund
100.00	Hellenbrand, Inc.	Water testing
788.56	Hometown News	Low income ads
436,392.00	Honeywell/Elster Solutions*	AMI conversion
2,673.68	Infosend	Billing costs
84.15	Insight FS	Fuel for forklift
2,193.58	Jet Vac Environmental	Camera system repairs
11.90	Krause Power Engineering	Substation maintenance
77.88	Lee, Douglas	Refund
1,093.37	Madison Metro Sewerage *	Sewer extension at Schumacher Farm
63.54	Markus, M Cynthia	Refund
16,520.71	MEUW	2019 membership dues, quarterly safety program costs, scholarship program funding
1,256.67	MG & E *	Boosters, wells, service building & lift stations
1,546.41	MG & E	Boosters, wells, service building & lift stations
183.16	NAPA Auto Parts	Truck parts/supplies
1,078.00	North Shore Bank *	Deferred Compensation
59,074.79	North Shore Bank*	HRA contribution for former employee
180.74	Office Depot	Office supplies
100,755.87	Payroll*	12/21, 1/4 & 1/18
31.65	Pepsi Madison	Equipment rental

25.05	Piggly Wiggly	Shop/office supplies
388.46	PSC	Authority to change method of cost recovery for providing public fire protection service
16,011.42	Quartz	Monthly health insurance premiums
481.26	Resco	Transformer maintenance
633.53	Rhyme Business Products *	Monthly lease payment & usage charges
539.10	Rhyme Business Products	Monthly lease payment & usage charges
870.75	Ruekert & Mielke, Inc.	Water mapping
2,150.00	Schenck, SC	Interim billing for 2018 audit
587.54	Securian Financial Group *	Life insurance premiums
3,891.84	SEERA c/o Wipfli, LLP	Focus program fee for December
120.00	Stafford Rosenbaum	Legal: Groundwater issues
1,460.05	SBank of CP/Credit Card Pymt*	Office expenses and equipment, MEUW Joint Superintendents Conference
250.00	Statz, Benjamin	Scholarship
16.34	Statz, Carl F.	Shop maintenance
241.22	Strand Associates, Inc.	Maintenance of lift stations
2,418.00	Stuart C Irby	Street light maintenance
92.12	T.A.S. Communications *	Answering service
911.04	TDS Telecom *	Monthly phone & modem service
400.99	U.S. Cellular *	Monthly cell phone service
2,397.50	USIC Locating Services	Locating services
62,054.11	Village of Waunakee	Flexplan, refuse for Dec., re-bills for: Wolf Paving, mechanic, Dean and Human resources services
242.00	Waunakee Area Chamber	2019 membership dues
30.00	Waunakee Fire Department	Fire extinguisher for fork lift
143.48	Weaver Auto Parts	Backup generator maintenance
36.00	Wil-Kil Pest Control	Pest control
22,639.98	WI Dept. of Revenue *	State taxes paid
693,149.51	WPPI Energy	December power bill
5,333.43	WPPI Energy	Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, member/ WPPI WAN , member network support , cyber security, shared meter technician, meter data collection & mgmt., printer and Verizon charges
14,296.13	WI Retirement System *	Retirement - December
25.00	WI State Lab of Hygiene	Water samples
<b>\$1,524,395.66</b>		

### February Bills

Total	Vendor	Description
\$ 338.09	Ace Hardware *	Miscellaneous parts/supplies
268.02	Ace Hardware	Miscellaneous parts/supplies
179.10	AFLAC *	Monthly premiums
109.57	Airgas USA, LLC	Substation maintenance
396.50	Boardman & Clark *	Legal: MGE joint trench agreement
88.11	BP	Gasoline for trucks
147.83	Capital City Cleaning & Supply	Shop/office supplies
55.04	Cintas Corporation *	Uniforms
110.08	Cintas Corporation	Uniforms
502.00	Coverall North America, Inc.	Cleaning service
1,723.77	Crescent Electric *	Metering, minor mtl. WO mtl. & well maint.
130.49	Crescent Electric	Shop lights & street light maintenance
2,724.80	Diggers Hotline, Inc.	Locating services
107.17	Dish Network *	Monthly service
40.60	Dresen, Dave	Mileage reimbursement
12,425.26	EFTPS*	941 taxes
3,255.76	Empower Retirement *	Deferred Compensation & Roth
1,180.47	Exxon Mobil *	Gasoline for trucks
195.72	Fastenal Company	Water & sewer AMI project
141.00	Herlitzka, Tim *	Mileage reimbursement
4,580.00	Honeywell *	Water & sewer AMI project
2,608.14	Infosend *	Billing costs
246.00	J.A.R. Storage LLC	Refund on Deposit
2,534.50	Krause Power Engineering	Industrial substation
82.88	Lakeside International, LLC	Truck maintenance
4,464.32	Madison Investment Advisors *	Quarterly management fee
407,795.26	Madison Metro Sewerage District *	4th Qtr. Serv. - Village \$336024.49, SPL \$69882.15 and lab samples

<p>2,881.03 345.00 4,440.10 1,602.40 8.41 102.50 <b>365.00</b> 32,552.94 23.94 8,655.67 168.07 903.00 584.74 1,500.00 3,992.72</p> <p>31.41 874.41 3,122.00 257.70 920.70 79.97 403.56 400.99 1,378.50 261.58 671.69 42.32 <b>2,577.22</b> 639,810.52 3,933.58</p> <p>26.00 <b><u>\$ 1,159,348.15</u></b></p>	<p>McCannon, Anna * MEUW * MEUW Minuteman Press * NAPA Auto Parts Nassco, Inc. <b>North Shore Bank *</b> Payroll * Piggly Wiggly Resco * Rhyme Business Products * Ruekert &amp; Mielke, Inc. Securian Financial Group SPL SBank of CP/Credit Card Pymt.</p> <p>Statz, Carl F. Strand Associates * Stuart C Irby Co. T.A.S. Communications * TDS Telecom UPS Store USABlueBook U.S. Cellular * USIC Locating Services, LLC Vernig, Ralph Village of Waunakee * Weaver Auto Parts <b>WI Dept of Revenue *</b> WPPI Energy WPPI Energy</p> <p>WI State Lab of Hygiene</p>	<p><b>Refund</b> Line worker training 2019 electric safety &amp; training program fees Clothing Truck maintenance Shop maintenance <b>Deferred Compensation</b> 1-Feb Holiday party supplies Transformers Monthly usage charges 2018 GIS annual services Life insurance premiums EV charging station incentive Water meter expense, well maintenance, superintendent conference expenses, class registration, office expenses, URD maintenance, computer expenses Shop maintenance 2018 sanitary sewer system review Street light bulbs &amp; tools Answering service Monthly phone &amp; modem service Shipping costs for bill stuffers to Infosend Shop &amp; water meter maintenance Monthly cell phone service Locating services Mileage reimbursement Flexplan and re-bill for: Mechanic Truck maintenance <b>State taxes paid</b> January power bill Energy assistance administration, cyber security, hosted e-mail, hosted financial &amp; accounting software, hosted utility billing &amp; customer information software, member network assessment &amp; monitoring, member/WPPI wide-area network, meter data collection &amp; mgmt., shared meter technician, 1099/W2 order forms, GoDaddy domain renewal &amp; Verizon charges Water samples</p>
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Motion carried.

**Public Comment**

There was no public comment.

**Presentation from Financial Advisor**

Jeff Matthias from Madison Investment Advisors presented information about the utility investment portfolio they manage.

**Removal of Well 2 Backup Generator**

Well 2 has a backup generator that requires extra maintenance and leaks oil. A staff recommendation to remove the generator was affirmed by the utility commission.

**Sump Pump Discharges to Sanitary Sewer System**

The utility commission was informed about recent customer requests to have their sump pumps connect to the sanitary sewer system. It was the unanimous consensus of the utility commission to follow the village code which prohibits this.

### **Proposals for Inspection of Water Storage Tanks**

The utility is required by the DNR to perform dry inspections on all storage tanks and proposals from qualifying companies were presented:

Dixon Engineering	\$17,250
Pittsburg Tank and Tower	\$19,700
Lane Tank	No response

After a discussion, a motion was made by John Roessler and seconded by Paul Endres to accept the Dixon Engineering proposal for an amount not to exceed \$17,250. Motion carried.

### **Update on Advanced Metering Infrastructure Project**

An update was provided on the status of the meter project.

### **Village-Wide Construction Projects**

No projects were discussed this month.

### **Operations Report**

An update was provided on the recent power outage caused by ATC, tree trimming, a recent water main break, and the SCADA project status.

### **General Manager's Report**

The general manager reported on the recent completion of the annual financial audit, new public fire protection rates that became effective January 15<sup>th</sup>, changes to the rate recovery of credit card fees, and the recent graduation of two employees from the electric apprenticeship program.

### **Financial Statements**

Limited financial information was presented due to the final adjustments being recorded for the annual audit.

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

Respectfully submitted: \_\_\_\_\_  
Commission Secretary