

Waunakee Utilities Commission Meeting February 22, 2021

Members Present: Paul Endres Chris Zellner Steve Kraus
John Roessler Gary Herzberg Roxanne Johnson
Shirley Nelson

Others Present: Tim Herlitzka Randy Dorn Dave Dresen
Isaac Showaki

John Roessler called the regular meeting of the Waunakee Utilities Commission to order. The meeting was held virtually due to COVID-19. All votes were taken via a roll-call.

Minutes

A motion was made by Paul Endres and seconded by Shirley Nelson to approve the minutes of the January 25, 2021 Utilities Commission meeting. Motion carried.

Bills

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

<u>Total</u>	<u>Vendor</u>	<u>Description</u>
\$ 130.05	Ace Hardware	Miscellaneous parts/supplies
13.25	Acker Builders	Refund
892.42	Adams Publishing Group	Energy assistance ads
382.05	AFLAC *	Monthly premiums
281.25	Allen, L.W.	Ashlawn lift station & well maintenance
430.96	B & N Investments	Refund
15,849.90	Badger Specialty Coating, LLC	Well# 3 repainting project
68.00	BoardmanClark	Legal: General
800.00	Bond Trust Services Corporation	Paying agent fees
32,043.96	Border States	Electric inventory
481.80	Cintas Corporation	Uniforms
28,176.59	Core & Main	Water meters & meter maintenance
502.00	Coverall North American, Inc.	Cleaning service
1,894.34	Crescent Electric	Street light & well maintenance
546.00	Dawes Rigging & Crane Rental	Transformer maintenance
1,873.48	Delta Dental	Monthly dental insurance premiums
165.70	Deluxe *	Deposit ticket books
28,436.92	EFTPS *	941 taxes
635.15	Electrical Testing Lab	Test PPE
8,420.00	Empower Retirement *	Deferred Compensation & Roth
10,000.00	ESRI	Annual software license
1,554.53	Exxon Mobil *	Gasoline for trucks
1,655.50	GLS Utility, LLC	Locating services
2,925.19	Infosend, Inc.	Billing costs
10,590.88	Lamers Bus	Refund
795.00	Liturgical Publications	Advertising for the senior center
476,671.17	Madison Metro Sewerage Dist.	4th Qtr. Serv. - Village \$376,173.01, SPL \$100,498.16
5,597.50	MEUW	2021 electric utility safety & training program fees and training session registrations
1,596.66	MG & E	Boosters, wells, service building & lift stations
664.00	MG & E	Joint trench charges for Arboretum Village
680.00	Minuteman Press	Bill inserts

315.00	Monona Plumbing & Fire Protection	Annual fire sprinkler inspection
225.62	NAPA Auto Parts	Truck & well parts
58.68	Noltner, Kim	Mileage reimbursement
130.00	Northern Lake Service, Inc.	Water samples
1,100.00	North Shore Bank *	Deferred Compensation
100.25	Office Depot, Inc.	Office/shop supplies
555.00	Overhead Door Company of Madison	Garage door maintenance
70,599.17	Payroll*	1/29 & 2/12
381.84	Per Mar Security Services	Monitoring services
23.32	Piggly Wiggly	Soda for machine
219.98	Pitney Bowes, Inc.	Ink for postage machine
310.00	Pomp's Tire Service, Inc.	Tires for trailer
392.00	Power System Engineering	Mapping expense
1,000.00	QTI Consulting, Inc.	Market pricing & analysis of pay
20,022.01	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
1,229.98	Resco	Inventory & tools
544.09	Rhyme Business Products *	Monthly lease payment & usage charges
276.40	Ruekert & Mielke, Inc.	Water & sewer mapping expense
178.25	Russ' Plumbing, Inc.	Meter maintenance
723.86	Securian Financial Group *	Life insurance premiums
4,367.18	SEERA c/o Wipfli, LLP	Focus program fee for January
69.72	Six Mile Properties, LLC	Refund
54.00	Stafford Rosenbaum	Legal: Verizon lease
1,158.45	SBank of CP/Credit card payment *	Parts for chemicals, truck maintenance, well maint., phone case, bldg. maintenance, tools Zoom for meeting
7,518.18	Strand Associates, Inc.	Lexington Booster project & Frank H Tower painting
1,893.60	Stuart C Irby Co.	Electric inventory
185.24	T A S Communications	Answering service
976.83	TDS Telecom *	Monthly phone & modem service
5,801.41	Tierney, Don	Project refund
170.80	Trace, Sam	Mileage reimbursement
2,167.08	Trending Now Promotions	Clothing
2,873.85	Tyndale Company, Inc. *	PPE
239.93	The UPS Store	Shipping charges for bill stuffers & misc.
495.25	U.S. Cellular *	Monthly cell phone service
19,507.92	VH Heritage Hills, LLC	Refund on Deposit
228,345.46	Village of Waunakee	Flexplan, refuse/Jan., electric & water taxes and re-bills for: Mechanic & SSM
1,500.00	Waunakee Police Department	Donation towards new police K-9
750.00	Wauna-Key Locksmith	Shop maintenance
144.59	Weaver Auto Parts	Truck, shop & tower maintenance
50.00	Wil-Kil Pest Control	Pest control
111.65	Wirth, Jim	Refund
19,613.36	WI Dept. of Revenue *	State & sales taxes paid
16,608.32	WI Retirement System *	Retirement - January
26.00	WI State Lab of Hygiene	Water samples
\$ 1,047,768.52		

Motion carried.

Public Comment

There was no public comment.

Sewer Billings to Octopi Brewing

The commission was provided information about the increased water usage at Octopi Brewing over the last 24 months.

Utility staff recently became aware that a larger portion of the water used by Octopi is being returned to the wastewater system than was previously known. Utility staff had previously been told that the bulk of the water entering the building was used in the production process. Recently installed flow monitoring equipment has confirmed that the amount of water returned to the wastewater system has averaged approximately 74% of the water entering the facility.

Sewer readings from the flow monitoring equipment for the month of January 2021 and future months will be used to determine the volume portion of the sewer bill.

Staff provided information for the commission to consider for back-billing sewer charges for the past two years.

After a discussion, a motion was made by Chris Zellner and seconded by Steve Kraus to table this matter for three months to obtain more representative high strength sampling data to be used for determining a back-billing amount and computing charges for future months. Motion carried.

Proposal for Long- Range Electric Department Review

The 2021 budget includes \$25,000 for hiring a consultant to complete a long-range review of the electric utility and a proposal from Forster Electrical Engineering was presented to complete this review for an amount not to exceed \$14,000.

After a discussion, a motion was made by Steve Kraus and seconded by Gary Herzberg to approve the Forster proposal. Motion carried.

Changes to the New Load Market Pricing Retail Electric Tariff

The utility has a rate approved by the PSC called the New Load Market Pricing (NLMP) retail electric tariff that is designed to offer discounted electricity to large customers looking to expand or for new customers looking to locate their facilities into the service territory.

Thus far the utility has not had any customers attempt to take advantage of this rate. This may be in part due to how restrictive the terms of the rate are. Because of the restrictive nature of the tariff, another WPPI member successfully petitioned the PSC recently to ease some of the terms which are as follows:

- A lower minimum baseline
- Recognizing efforts to reduce waste
- Removal of the clause which requires customers applying for this rate to say they would not have located to a community but for this tariff

Staff recommended petitioning the PSC to update the tariff to incorporate the changes approved for the other WPPI community.

After a discussion, a motion was made by Steve Kraus and seconded by Shirley Nelson to ask WPPI staff to petition the PSC to incorporate the changes into the NLMP tariff. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update. 6,635 electric meters and 3,672 water units are now in service. 13 electric meters remain to be converted.

Village-Wide Construction Projects

A brief update was provided on various projects in the service territory.

Operations Report

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

General Manager's Report

The general manager informed the commission about a large refund paid to a customer because an incorrect meter size was recorded in the billing system for many years, submitting an arrearage management report to the PSC, the replacement of a boiler in the building, a recent \$1,000 donation from a customer to assist customers in need, and the upcoming bid opening for the Frank H Water Tower painting project.

Financial Statements

The January financial statements were presented.

Electric Department Staffing Changes

The general manager proposed a process for replacing Dave Dresen who is retiring in May after 35 years with the utility.

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

Respectfully submitted: _____
Commission Secretary