

Waunakee Utilities Commission Meeting February 24, 2020

Members Present: Paul Endres Chris Zellner Roxanne Johnson
John Roessler

Absent: Shirley Nelson Steve Kraus Gary Herzberg

Others Present: Tim Herlitzka Randy Dorn

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

Minutes

A motion was made by Chris Zellner and seconded by Roxanne Johnson to approve the minutes of the January 27, 2020 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. A motion was made by Paul Endres and seconded by John Roessler to approve payment of the following bills:

<u>Total</u>	<u>Vendor</u>	<u>Description</u>
\$ 155.94	Ace Hardware	Miscellaneous parts/supplies
547.50	Allen, L.W., LLC	Lift station maintenance
800.00	Bond Trust Services Corporation	Paying agent fees
915.21	Border States	Meter seals
163.63	Cintas Corporation	Uniforms
5,025.00	Core & Main	Water & sewer meters
82.85	Courtois, Carmen	Refund
502.00	Coverall North American, Inc.	Cleaning service
1,175.16	Crescent Electric	Street light & meter maintenance
1,724.53	Delta Dental	Monthly dental insurance premiums
2,944.00	Diggers Hotline, Inc.	Locating services (1st prepayment)
41.40	Dresen, Dave	Mileage reimbursement
26,865.00	EFTPS *	941 taxes
344.30	Electrical Testing Lab	PPE
7,720.00	Empower Retirement *	Deferred Compensation & Roth
1,310.72	Exxon Mobil *	Gasoline for trucks
3,126.50	GLS Utility, LLC	Locating services
84.15	Insight FS	Fuel for forklift
121.90	McLain, John	Mileage reimbursement
1,275.00	MEUW *	Workshop & expo registrations
5,586.00	MEUW	2020 safety & training program fees & workshop registrations
1,233.93	MG & E	Boosters, wells, service building & lift stations
668.36	Minuteman Press	Bill stuffer
300.00	Monona Plumbing & Fire Protection	Annual fire sprinkler inspection
25.52	NAPA Auto Parts	Truck maintenance
1,000.00	North Shore Bank *	Deferred Compensation
66,992.48	Payroll*	1/31 & 2/14
370.80	Per Mar Security Services	Security monitoring services
2,768.66	Platt, Arthur I. Company	Clips for AMI modules
147.00	Power System Engineering	Electric mapping

334.66	Public Service Commission	Costs regarding asset sale to ATC
17,285.96	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
3,851.82	Resco	Inventory & OH maintenance
639.66	Securian Financial Group *	Life insurance premiums
504.00	Seeger, Rick	Expense reimbursement
3,906.37	SEERA c/o Wipfli, LLP	Focus program fee for January
5,244.26	SBank of CP/Credit card payment *	Meter school expenses, office expenses, shop supplies/equipment, retirement card, grease for well pumps, code book, meeting room expenses, wagon for meter change-outs, training registration fees, office supplies, superintendent conference, clothing & Ipad for front desk
968.54	TDS Telecom *	Monthly phone & modem service
3,790.90	Tyndale Company, Inc.	FR clothing
91.64	UPS Store	Shipping charges
264.87	USABlueBook	Water & sewer meters (maintenance)
534.43	U.S. Cellular *	Monthly cell phone service
11,000.00	Village of Waunakee *	Re-bill from Raymond Cattell, Inc. (2019 projects)
266,527.86	Village of Waunakee	Flexplan, refuse/Jan. , electric & water taxes and re-bills for: Insurance & DOT testing
152.44	Waunakee Power Equipment	Tree trimming
7.20	Weaver Auto Parts	Vac truck maintenance
22,173.10	WI Dept. of Revenue *	State & sales taxes paid
668,984.26	WPPI Energy	January power bill
6,828.39	WPPI Energy	Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, WPPI WAN, cyber security, shared meter technician, meter data collection & mgmt., Verizon charges, computer expense, 1099/W2 order, code book & low-income administration service
23,654.37	WI Retirement System *	Retirement - January
26.00	WI State Lab of Hygiene	Water samples
110.33	Wisniewski, Steve	Refund

Bills Received Subsequent to Packet Delivery

\$	3,062.15	Allen, L.W., LLC	Retainage on 2019 SCADA project
	321.50	Boardman and Clark	Legal - ATC sale and HR question, utility regulation report
	10,058.66	Border States	Inventory
	170.00	Crescent Electric	Inventory
	112.42	Dish Network	Monthly service
	240.93	Hartman, Steve	Mileage reimbursement
	28,774.20	Irby	Inventory
	375.00	MEUW	Flagger training course
	74.98	Office Depot	Office supplies
	71.96	Resco	Inventory
	101.47	T.A.S. Communications, Inc.	Answering service
	168.00	Tyndale Company, Inc.	Clothing
	\$ 1,214,429.87		

Motion carried.

Public Comment

There was no public comment.

Water Storage Sizing and Siting Evaluation Proposal

The 2018 water system study recommended an analysis be completed of water storage needs in 2020. A proposal was presented from Strand to complete this analysis for an amount not to exceed \$15,000. This amount is included in the 2020 budget.

The analysis will determine if ground level or elevated storage is best for the utility and it will also indicate the optimal location to construct this.

After a discussion, a motion was made by Paul Endres and seconded by Chris Zellner to approve the Strand proposal. Motion carried.

Amendment to Banking Services Agreement

The utility has a banking agreement with the State Bank of Cross Plains which was executed in 2010.

The bank has approached the utility about changing the collateral portion of the agreement. In lieu of pledged securities, the bank would like to provide a Federal Home Loan Bank of Chicago Letter of Credit naming the utility as the beneficiary.

After a discussion about the details surrounding both collateral methods, a motion was made by John Roessler and seconded by Paul Endres to approve working with the utility attorney to modify the banking agreement, as long as the bank either provides a reimbursement towards the legal costs the utility might incur for this process or gives a reduction in monthly banking fees. Motion carried.

Vehicle and Meter Testing Equipment Purchases

The 2020 budget includes \$60,000 for the purchase of a new vehicle to be used by the electric meter technician. This is a replacement of the current vehicle which is over ten years old. The new vehicle will provide for a more efficient work space for the meter technician as he will be able to perform meter testing in the field.

The following quotes were received for this purchase:

Bushnell Ford - \$35,550
Kayser Ford - \$35,800
Metro Ford - \$37,428

An estimated \$10,000 of setup costs will need to be incurred for the vehicle in addition to the purchase price.

The budget also includes the purchase of a new meter tester. The current tester is now out of date and no technical support is available for it. A quote of \$19,805 was received from the vendor we purchased the current tester from. No comparable testers were found to be adequate for our needs.

After a discussion, a motion was made by Chris Zellner and seconded by John Roessler to approve the purchase of the Bushnell Ford vehicle and meter testing equipment for amounts not to exceed the quoted prices, and authorize selling the current vehicle via the Wisconsin Surplus Online Auction website. Motion carried.

Presentation of MyAccount Software

Randy Dorn provided a brief demonstration of the new MyAccount software.

Advanced Metering Infrastructure Project

The commission was provided a project update. 6,193 electric meters have been installed and 2,246 water units are now in service.

Village-Wide Construction Projects

The commission was informed about the Heritage Hills and Woodland Crest projects.

Operations Report

The utility commission was informed about a recent electric service interruption.

General Manager’s Report

The general manager discussed a recent customer meeting concerning a proposed new solar installation, upcoming end-user cyber security training hosted by the utility for all village staff, the addition of an electric outage map on the homepage of the website, a recent large customer refund, and discussions with representatives from AT&T about improvements to the Main Street Water Tower.

Financial Statements

The January financial statements were presented.

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

Respectfully submitted: _____
Commission Secretary