

## Waunakee Utilities Commission Meeting February 28, 2022

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

**Others Present:** Tim Herlitzka Randy Dorn John McLain  
Gabe Altenbernd Mike Forslund

**Excused:** Shirley Nelson

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

### Minutes

A motion was made by John Roessler and seconded by Steve Kraus to approve the minutes of the January 24, 2022 Utilities Commission meeting. Motion carried.

### Bills

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

Total	Vendor	Description
\$ 426.24	Ace Hardware	Miscellaneous parts/supplies
254.70	AFLAC *	Monthly premiums
113.30	APG	Ad to bid tower painting project
55.83	Alterra Design Homes, Inc.	Refund
812.00	American Public Power Association	Esafety tracker subscription
8.57	Auto Value Waunakee	Truck parts
250.00	Bart, John and Mary	EV fast charger rebate
50.00	BoardmanClark	Utility regulation report subscription for 2022
800.00	Bond Trust Services Corporation	Paying agent fees
123.43	Border States	OH maintenance
51.99	Brown, Steve Apartments	Refund
250.00	Bunch, Cody	Scholarship
696.40	Carrot-Top Industries, Inc.	Event display tent
28,091.08	Casper's Truck Equipment	New truck bed
626.70	Cintas Corporation	Uniforms
220.61	Clemens, Scott or Patricia	Refund
40,623.92	Core & Main	Water inventory and water meters
502.00	Coverall North American, Inc.	Cleaning service
1,614.41	Delta Dental	Monthly insurance premiums
3,112.00	Diggers Hotline	Prepayment for locating services
122.92	Dish *	Monthly service
42,847.17	EFTPS *	941 taxes ( 3 payrolls)
1,211.47	Electrical Testing Lab, LLC	PPE
11,527.38	Empower Retirement *	Deferred Compensation & Roth (3 payrolls)
10,000.00	ESRI, Inc. *	Annual license costs
1,417.84	Exxon Mobil *	Gasoline for trucks
1,138.05	GLS Utility, LLC	Locating services
439.90	Hallman Lindsay	Shop maintenance
6,561.10	Infosend	Billing costs for 2 months
149.48	Lakeside International, LLC	Truck maintenance

250.00	Lynch, Jim	EV fast charger rebate
4,435.52	Madison Investments	Management fees
6,342.50	MEUW	2022 safety & training fees and training registrations
2,403.83	MG & E	Boosters, wells, service building and lift stations
230.92	Miceli, Koben & Debbie	Refund
5,075.40	Millennium	Electric inventory
315.00	Monona Plumbing & Fire Protection	Annual fire sprinkler inspection
61.07	Noltner, Kim	Mileage reimbursement
192.40	Northern Lake Service, Inc.	Water samples for Octopi
1,650.00	North Shore Bank *	Deferred compensation
362.55	Office Depot	Office supplies
26.68	Olsen, Daniel	Refund
	Overhead Door Company of	
2,901.00	Madison	Maintenance of overhead door in shop
107,373.68	Payroll*	1/28, 2/11 & 2/25
31.65	Pepsi Madison	Equipment rental
381.84	Per Mar Security Services	Monitoring services
28.75	Piggly Wiggly	Soda for machine and office/shop supplies
20,499.51	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
2,638.38	Resco	Electric inventory
171.27	RG Heating & Air Conditioning	Well maintenance
563.15	Rhyme Business Products *	Monthly lease payment & usage charges
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776.32	Securian Financial Group *	Life insurance premiums
4,551.25	SEERA c/o Wipfli, LLP	January Focus on Energy program fees
64.50	Stafford Rosenbaum	Legal: Mapping agreement
4,240.54	State Bank of CP/Credit card payment *	Truck maintenance, hotel exp. for conference, tablet, paint & paint supplies, shop supplies, PPE, clothing, and tower maintenance
2,025.74	Strand Associates, Inc.	Verleen Ave. elevated tank repainting
83,980.00	Stuart C Irby Co.	Inventory, transformers & UG maintenance
119.38	T A S Communications	Answering service
969.10	TDS Telecom *	Monthly phone & modem service
65.00	Trending Now Promotions	Clothing
436.75	The UPS Store	Shipping charges for water samples
186.02	USA BlueBook	Well maintenance
391.75	U.S. Cellular *	Monthly cell phone service
334.73	Vermeer Wisconsin	UG maintenance tool
74,207.93	Village of Waunakee	Flexplan, refuse/Jan. and re-bills for: Mechanic, flexplan and Live from the Park sponsorship
25,521.06	WI Dept. of Revenue *	State & sales taxes paid
847,034.89	WPPI Energy	January power bill
6,683.73	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
16,256.35	WI Retirement System *	Retirement - January
26.00	WI State Lab of Hygiene	Water samples

*Bills Received Subsequent to Packed Delivery*

\$289.50	Ace Hardware	Miscellaneous parts/supplies
254.70	AFLAC	Monthly premiums
33.04	Arlington Hardware Co.	Shop maintenance
(160.00)	Core & Main	Credit on water inventory
149.00	Herlitzka, Tim	Mileage & expense reimbursement
29.26	Karls, Dana	Mileage reimbursement
2,094.45	LMS Construction, Inc.	Water main break
148.73	Statz, Carl F.	Snow blower parts
164,126.74	Village of Waunakee	Electric and water taxes (2 mos.) and re-bills for: Mechanic and SSM
<b><u>\$1,545,433.20</u></b>		

Motion carried.

**Public Comment**

There was no public comment.

**Water Storage Sizing and Siting Evaluation Report**

Mike Forslund from Strand presented a report addressing the type and location of the next water storage facility. The report recommends that a reservoir and booster station should be constructed at the Well 5 site by the end of 2024.

The report also suggests securing a site for a future well facility near the Woodland Drive/Highway Q area. The new well will likely be needed between 2030 and 2040.

**Bids for Painting the Verleen Avenue Water Tower**

A total of eight bids ranging from \$391,000 to \$592,600 were received and opened on February 3 for the Verleen Avenue Water Tower painting project. The apparent low bid from LC United Painting Company, LLC, has been deemed to be a responsible bid.

After a discussion, a motion was made by Gary Herzberg and seconded by Chris Zellner to accept the bid from LC United Painting Company, LLC, for an amount not to exceed \$391,000. Motion carried.

**Changes to the COVID Employee Testing Policy**

The current COVID policy essentially mirrors the village policy which was amended on February 21 by the village board to remove the weekly testing requirement for unvaccinated employees.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to remove the testing requirement for unvaccinated employees as recommended by utility staff. Motion carried.

**Maintenance Testing at the North Substation**

The commission was presented a proposal from Electric Power Systems for an amount not to exceed \$24,500 for maintenance testing at the North Substation. The project scope includes operating all switches, testing the breakers and electronics, inspecting connections, and evaluating other mechanical equipment. The testing is similar in scope to work performed at the Industrial and Centennial Substations in 2019.

After a discussion, a motion was made by Chris Zellner and seconded by John Roessler to approve the proposal for an amount not to exceed \$24,500 and increase the budget accordingly. Motion carried.

**Bid Results for the Verleen Avenue Street/Utility Project and Budget Adjustment**

The commission was provided a comparison of the low bid to the budget for the Verleen Avenue street/utility project. The water and sewer portion of the bid is over budget by \$180,116 and the reasons for the increase were discussed.

After the discussion, a motion was made by John Roessler and seconded by Gary Herzberg to approve an additional \$180,000 in the budget for this project. Motion carried. These costs will be paid for using existing cash reserves.

**Advanced Metering Infrastructure Project**

The commission was provided a project update. 4,633 water units are now in service and the project is approximately 89% complete.

**Village-Wide Construction Projects**

The commission was provided an update on various projects in the service territory including the proposed plan to extend water and sewer across Highway 19 for the Heritage Hills project.

**Operations Report**

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

**General Manager’s Report**

The general manger discussed a recent meeting with the supplier of the new digger/derrick who is requesting a price increase, the status of the annual financial audit, and the voluntary PFAS testing program staff is looking to be a part of.

**Financial Statements**

No financial statements were presented this month.

**Employment Terms for Accountant Position**

The commission discussed employment terms for the accountant position. After a discussion, a motion was made by Chris Zellner and seconded by Gary Herzberg to offer the position to a candidate with the terms discussed. Motion carried.

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

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