

Waunakee Utilities Commission Meeting March 12, 2019

Members Present: Paul Endres Chris Zellner John Roessler
Roxanne Johnson Sam Ballweg

Members Excused: Shirley Nelson Steve Kraus

Others Present: Tim Herlitzka Dave Minch – Clifton Larson Allen
Dave Dresen

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 Sam Ballweg, seconded by Paul Endres, to approve the minutes of the February 13, 2019 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 304.60	Ace Hardware	Miscellaneous parts/supplies
179.10	AFLAC *	Monthly premiums
99.00	Air Flow, Inc.	Well maintenance
163.35	Altec Industries, Inc.	Truck maintenance
125.00	Boardman Clark	Legal: Annual utility regulation report
1,200.00	Bond Trust Services Corporation	Paying agent fees
4,322.88	Border States	Transformers
190.80	Century 21 Affiliated	Refund
220.16	Cintas Corporation	Uniforms
8,850.00	CliftonLarsonAllen, LLP	2018 Audit
308.69	Core & Main	Water meters
502.00	Coverall North American, Inc.	Cleaning service
4,873.85	Crescent Electric	Inventory, street light maintenance, shop lights, well maintenance and AMI project
385.00	Dane Lumber & Home Center	Shop supplies
1,695.52	Delta Dental *	Monthly dental insurance premiums
100.00	Dept. of Safety & Prof. Services	Boiler permit fees
107.17	Dish Network *	Monthly service
333.00	DOA/DEHCR	Refund
25,373.85	EFTPS *	941 taxes
6,511.52	Empower Retirement *	Deferred Compensation & Roth
3,345.50	Energis Holdings, LLC	Substation maintenance
1,431.82	Exxon Mobil	Gasoline for trucks
34.80	Haak, Janice	Refund
13.58	Hammer, Bretni	Refund
137.47	Hellenbrand, Ivan & Beth	Refunds
394.28	Hometown News	Low income ads
1,992.00	Honeywell/Elster Solutions	Electric AMI meters
2,564.29	Infosend	Billing costs
82.45	Jack + ella paper	Thank you cards for utility
923.41	John Fabick Tractor Co.	Mini backhoe maintenance
73.63	Lowe, Kristen	Refund
595.12	Madison Sand & Gravel Co.	Rock for water main break
3,184.90	Martelle Water Treatment	Chemicals for wells
550.00	MEUW	Management training program sessions
1,934.12	MG & E *	Boosters, wells, service building & lift stations
525.41	Minuteman Press	Bill stuffer and business cards
300.00	Monona Plumbing & Fire Protection	Annual fire sprinkler inspection

41.31	NAPA Auto Parts	Truck parts/supplies
356.85	Northeast WI Technical College	Spring tuition costs for Sam Trace
730.00	North Shore Bank *	Deferred Compensation
66,419.44	Payroll*	2/15 & 3/1
113.85	Pepsi Madison	Soda for machine
684.30	Perkins Oil	Oil for equipment
290.30	PSC *	Authority to change method of cost recovery for providing public fire protection service & defer undepreciated meter costs
285.00	Power System Engineering, Inc.	Electric mapping expense
16,011.42	Quartz *	Monthly health insurance premiums
539.10	Rhyme Business Products *	Monthly lease payment & usage charges
2,075.50	Ruekert & Mielke, Inc.	Water & sewer mapping
754.15	Secure Storage, LLC	Refund on deposit
584.74	Securian Financial Group	Life insurance premiums
3,876.78	SEERA c/o Wipfli, LLP *	Focus program fee for January
20.99	Statz, Carl F.	Truck maintenance
10,418.36	Strand Associates, Inc.	Water mapping exp. & SCADA system engineering
908.95	Stuart C Irby	URD maintenance
86.25	T.A.S. Communications	Answering service
68.25	Total Real Estate Solutions	Refund
2,799.95	Tyndale Company, Inc.	PPE & FR clothing
410.62	U.S. Cellular	Monthly cell phone service
942.00	USIC Locating Services	Locating services
110,001.37	Village of Waunakee	Flexplan, refuse for Jan., re-bills for: Dean, Excel class, mechanic and insurance
300.00	Waunakee Area EMS	Donation for monument
30,009.09	WI Dept. of Revenue *	State & sales taxes paid
658,702.97	WPPI Energy	February power bill
6,215.01	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., Verizon charges, printer, energy assistance admin. & computer equipment
14,599.17	WI Retirement System *	Retirement - January
26.00	WI State Lab of Hygiene	Water samples
152.09	Wood, Matt	Refund

Bills received after packets delivered

861.28	Bruce Equipment	Vac truck maintenance
51.20	Diggers Hotline, Inc.	Locating services
200.00	Endres, John	OH maintenance
72.00	Herlitzka, Tim	Mileage & expense reimbursement
713.28	Hometown News	Low income ads
24,108.00	Honeywell	AMI electric meters
153.93	Karls, Dana	Mileage reimbursement
290.00	Krause Power Engineering	Substation maintenance
254.49	Lakeside International, LLC	Truck maintenance
3,355.00	LMS Construction, Inc.	Water main break on South Street
142.95	Pitney Bowes	Equipment rental
3,217.79	SBank of CP/Credit Card Pymt.	Clothing, safety school exp., training exp., office expenses, shop/office supplies, tools, meter maintenance
916.99	TDS Telecom	Monthly phone & modem service
36.84	UPS Store	Water samples
52.76	Weaver Auto Parts	Truck maintenance
241.84	Yahara Materials, Inc.	Maintenance of water mains
\$ 1,037,020.43	Total Amount of Invoices Approved	

Motion carried.

Public Comment

There was no public comment.

Presentation and Approval of 2018 Audit Report and Financial Highlights

Dave Minch from CLA presented the 2018 Audit Report and Management Communications letter. The utility has again received a clean audit opinion.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to accept the Audit Report and Management Communications Letter. Motion carried.

Utility staff also presented a variety of graphs summarizing 2018 financial highlights.

Lease Amendment with Verizon Wireless

The commission discussed parameters regarding the ongoing negotiations with Verizon Wireless for modifications to the existing lease at Ripp Park.

Low Income Commitment to Community Program Status

The commission was provided an update on the current Commitment to Community program balances and possible changes to the way the funds are used.

Update on Advanced Metering Infrastructure Project

The commission was provided an update on the project.

Village-Wide Construction Projects

A brief update was provided on the status of various projects.

Operations Report

A possible joint project with TDS was discussed as was a recap of total 2018 services installed.

General Manager’s Report

The general manager discussed a recent meeting about enhanced social media efforts, the upcoming bid opening for the SCADA project, the APPA Legislative Rally, and several billing adjustments.

Financial Statements

Limited financial information was presented due to the recent efforts to complete the 2018 annual audit.

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

Respectfully submitted: _____
Commission Secretary