

Waunakee Utilities Commission Meeting
March 28, 2022

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

Others Present: Tim Herlitzka Randy Dorn

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

Minutes

A motion was made by Shirley Nelson and seconded by Chris Zellner to approve the minutes of the February 28, 2022 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 995.96	AM Conservation Group	Energy Fair give-away items
1,197.78	APG	Energy assistance ads
400.00	Bond Trust Services Corporation	Paying agent fee
501.36	Cintas Corporation	Uniforms
7,896.69	CliftonLarsonAllen	2021 audit services
596.86	C & M Hydraulic Tool Supply, Inc.	OH maintenance
1,028.50	Dawes Rigging & Crane Rental	Transformer maintenance
1,542.04	Delta Dental	Monthly insurance premiums
1,050.00	Dixon Engineering, Inc.	Inspect Verizon antenna installation
127.47	DOA/DEHCR	Refund
28,564.64	EFTPS *	941 taxes
4,064.25	Electric Power Systems	Substation maintenance
7,684.92	Empower Retirement *	Deferred Compensation & Roth
1,835.32	Exxon Mobil *	Gasoline for trucks
46.99	Hallman Lindsay	Shop/office maintenance
215.30	Hellenbrand Family, LLC	Refunds
33,310.00	Hydro-Klean, LLC	Repair manhole leaks
124.55	Hur, Jug	Refund
5,347.00	Martelle Water Treatment	Chemicals for wells
495.00	MEUW	Watt-Hour metering workshop registration
1,923.52	MG & E	Boosters, wells, service building and lift stations
15,226.20	Millennium	Electric inventory
165.90	NAMI	Building maintenance
160.30	Northern Lake Service, Inc.	1st Quarter water samples
1,100.00	North Shore Bank *	Deferred compensation
238.67	Office Depot	Office supplies
15.60	Pederson Karate America LLC	Refund
71,398.13	Payroll*	3/11 & 3/25
100.10	Piggly Wiggly	Office expenses
216.63	Pitney Bowes	Equipment rental
480.00	PSE	Electric mapping expense
20,499.51	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums

100,603.25	Resco	Electric inventory & transformers
2,000.00	Reserve Account	Postage for machine
454.00	Ruekert & Mielke, Inc.	Water mapping expense
776.32	Securian Financial Group *	Life insurance premiums
4,457.28	SEERA c/o Wipfli, LLP	February Focus on Energy program fees
5,192.90	State Bank of CP/Credit card payment *	Training expenses, office expenses, new windshield on truck, safety school expenses, URD maint., water main maint., e-mail service, tablet supplies, shop supplies, PPE
1,110.14	Strand Associates, Inc.	Verleen Ave. elevated tank repainting
3,335.00	Stuart C Irby Co.	URD maintenance
92.67	T A S Communications	Answering service
968.94	TDS Telecom *	Monthly phone & modem service
169.65	Trace, Sam	Mileage reimbursement
60.00	Trending Now Promotions	Clothing
6,416.80	Tyndale Company, Inc.	PPE
255.13	USA BlueBook	Meter maintenance
391.75	U.S. Cellular *	Monthly cell phone service
105.30	Vernig, Ralph	Mileage reimbursement
153,472.86	Village of Waunakee	Flexplan, refuse/Feb. and electric & water taxes
38.99	Waunakee Power Equipment	OH maintenance
51.00	Wauna-Key Locksmith	Shop maintenance
20,898.50	WI Dept. of Revenue *	State & sales taxes paid
704,627.78	WPPI Energy	February power bill
7,595.45	WPPI Energy	Meter data collection & mgmt., utility billing & CIS, shared meter technician, low-income admin. service
15,727.14	WI Retirement System *	fee, hosted e-mail & financial and accounting software, cyber security, member network assessment & monitoring, member network support, member/WPPI
26.00	WI State Lab of Hygiene	WAN, Verizon charges and 1099/W2 order Retirement - February
		Water samples
	<i>Bills Received Subsequent to Packed Delivery</i>	
\$381.07	Ace Hardware	Miscellaneous parts/supplies
9.77	Auto Value	Forklift maintenance
132.21	Buschke, Bailey	Mileage reimbursement
502.00	Coverall North America, Inc.	Cleaning service
54,684.00	Honeywell	Electric & water AMI meters
200.09	New Era Graphics	A/P checks
4,424.52	Per Mar Security Services	Installation of fire alarm system & monitoring services
599.76	Rhyme Business Products	Monthly lease payment & usage charges
6,700.00	Stuart C Irby Co.	Electric inventory
304.00	Tyndale Company, Inc.	Clothing
60.00	Wil-Kil Pest Control	Pest control
463.43	Yahara Materials, Inc.	W.O. materials
\$1,305,836.89		

Motion carried.

Public Comment

There was no public comment.

Computer Software and Conversion Service Proposal

The current general ledger software program will no longer be supported in the coming years.

This system is used by 29 of 51 WPPI members and recognizing that the end of support essentially means the end of the useful life of the software, WPPI established a committee to evaluate other software programs for members to consider. After a lengthy evaluation and procurement process reviewing numerous software systems, the WPPI committee has recommended that members consider acquiring the Civic Systems software.

The general manager offered a recommendation to make the change to the new software this year given the upcoming change in the accountant position and a proposal from Civic Systems was presented. The proposal is for software, data conversion, and training costs totaling \$49,800, and annual support fees of \$7,845.

After the discussion, a motion was made by Steve Kraus and seconded by Chris Zellner to approve the proposal, including the option to pay 50% of the cost now and the remaining balance over the next two or three years. Motion carried.

Voluntary PFAS Testing Program

The commission was presented an overview of the voluntary DNR PFAS testing program the utility will be participating in.

Customer Billing Refund

The commission was presented information about a billing error and refund being returned to a customer.

Electric Bill Comparisons

The commission was presented the electric bill comparison prepared by WPPI staff.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,706 water units are now in service and the project is approximately 91% complete.

Village-Wide Construction Projects

The commission was provided an update on various projects in the service territory including the proposed North Addition to Westbridge.

Operations Report

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

General Manager's Report

The general manager provided an update on the interconnections with the Town of Westport, mutual aid provided to Stoughton, a review of the map highlighting the ultimate buildout of the water and sewer system, the upcoming presentation of the annual audit at the April commission meeting, and a summary of recent maintenance issues at the utility building.

Financial Statements

The February financial statements were presented.

Additional Compensation for Accounting Coordinator and Hiring Update for Accountant Position

The commission was provided an update on the hiring process.

In addition, the commission discussed additional compensation for the current accountant due to her willingness to stay longer than she originally requested to assist with the transition to the new accountant. After a discussion, a motion was made by Gary Herzberg and seconded by Roxanne Johnson to approve additional compensation as discussed. Motion carried.

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

Respectfully submitted: _____
Commission Secretary