

## Waunakee Utilities Commission Meeting April 25, 2022

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

**Others Present:** Tim Herlitzka Randy Dorn Amber Drewieske - CLA  
John McLain

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

### Minutes

A motion was made by Steve Kraus and seconded by Paul Endres to approve the minutes of the March 16 and March 28, 2022 Utilities Commission meetings. Motion carried.

### Bills

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

Total	Vendor	Description
\$1,370.20	APG	Energy assistance ads & drinking water ad
254.70	AFLAC *	Monthly premiums
69.03	Attoe, Steve	Mileage reimbursement
865.60	Border States	Metering
520.72	Cintas Corporation	Uniforms
3,026.86	CliftonLarsonAllen	2021 audit services
10,400.00	Core & Main	AMI water meters
502.00	Coverall North America, Inc.	Cleaning service
1,013.14	Dawes Rigging & Crane Rental	Set transformer
1,542.04	Delta Dental	Monthly insurance premiums
290.00	EDM International, Inc.	Tools
29,891.14	EFTPS *	941 taxes
390.00	Electric Power Systems	Review of 5 year project list
7,684.92	Empower Retirement *	Deferred Compensation & Roth
2,967.42	Exxon Mobil *	Gasoline for trucks
525.92	Hartman, Steven	Mileage reimbursement
101.00	Herlitzka, Tim	Mileage reimbursement
3,494.68	Infosend, Inc.	Billing costs
99.50	Insight FS	Fuel for forklift
4,166.31	Madison Investments	Management fees
7,488.75	MEUW	Workshop registrations & safety program fees
1,340.22	MG & E	Boosters, wells, service building and lift stations
307.92	Mid-State Technical College	Staff training
1,348.39	Monona Plumbing & Fire Protection	Sprinkler system repairs
5,082.23	NAPA Auto Parts	Truck/equipment maintenance
1,100.00	North Shore Bank *	Deferred compensation
71.34	Office Depot	Office supplies
2.10	Packer Fastener	Trailer maintenance
8,879.62	Paragon Development Systems, Inc.	Computer expenses
92,197.79	Payroll*	4/8 & 4/22
88.99	Pellitteri Waste Systems	Data shred
207.57	Pepsi Madison	Soda for machine
34.57	Piggly Wiggly	Soda for machine
166.63	PSC	New rate for wholesale sales to Westport
20,499.51	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
877.86	Resco	Transformer maintenance
744.25	Ruekert & Mielke, Inc.	Water & sewer mapping expense
146.25	Schwenn, Tyler	Mileage reimbursement
776.32	Securian Financial Group *	Life insurance premiums
4,472.34	SEERA c/o Wipfli, LLP	March Focus on Energy program fees

258.00	Stafford Rosenbaum	General legal
6,589.50	State Bank of CP/Credit card payment *	School expenses, shop/office paint, OH maintenance, training expenses, office expenses, energy fair give-away items, truck/equip. maintenance, disposal of waste oil, Zoom charges, conference registration, water meter online scheduling calendar, shop maint., e-mail service, and checks
2,333.00	Strand Associates, Inc.	Verleen Ave. elevated tank repainting
153,918.38	Stuart C Irby Co.	Inventory & transformer maintenance
155.64	T A S Communications	Answering service
967.11	TDS Telecom *	Monthly phone & modem service
85.00	Trending Now Promotions	Clothing
105.00	Tyndale Company, Inc. *	Clothing
391.75	U.S. Cellular *	Monthly cell phone service
220,100.56	Village of Waunakee	Flexplan, refuse/Mar., electric & water taxes and re-bills for: Mechanic, insurance, SSM Health, engineer fees, dep. admin. HR, communications intern & engineering
400.00	Village of Waunakee	Chalk Walk sponsor
25,558.86	Waunakee Community Schools *	Refund
152.73	Waunakee Power Equipment	OH maintenance
20,645.68	WI Dept. of Revenue *	State & sales taxes paid
13,941.54	WI Dept. of Revenue	2022 gross revenue assessment & license fee
688,167.77	WPPI Energy	March power bill
8,637.85	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, Verizon charges, metering & domain renewal
15,861.49	WI Retirement System *	Retirement - March
26.00	WI State Lab of Hygiene	Water samples
<i>Bills Received Subsequent to Packed Delivery</i>		
\$ 127.53	Buschke, Bailey	Mileage reimbursement
1,259.99	Core & Main	Water meter
3,493.38	Infosend, Inc.	Billing costs
521,567.68	Madison Metro Sewerage Dist.	1st Qtr. Serv. - Village \$426,698.82, SPL \$92,283.70 and lab samples
563.15	Rhyme Business Products	Monthly lease payment & usage charges
3,859.50	Stuart C Irby Co.	Inventory and transformer maintenance
750.00	Waunakee Chamber of Commerce	Waunafest Run sponsor
295.00	Wil-Kil Pest Control	Pest control (exterior)
<b>\$1,905,219.92</b>		

Motion carried.

### Public Comment

There was no public comment.

### Presentation and Approval of 2021 Audit Report, Review of 2021 Operating and Financial Highlights, and Analysis of Cash Reserves

Amber Drewieske of CLA presented the 2021 Annual Financial Report and Management Communications letter. The utility has again received a clean audit opinion and there are no significant items noted in the Management Communications letter. Utility staff also presented a variety of graphs summarizing 2021 financial highlights and operational statistics.

After a discussion, a motion was made by Gary Herzberg and seconded by Chris Zellner to accept the audit report. Motion carried.

The cash reserve policy requires that an annual update be made to the utility commission of the cash reserves compared to the 135-day benchmark and staff presented this using December 31, 2021 audited balances.

Cash reserves for all three utilities were reported above their benchmarks. The water cash needs over the next several years was highlighted.

**Proposed Price Increases for Digger Derrick and Vacuum Truck**

The commission approved the purchase of a new Digger Derrick and Vacuum Truck in 2021. Both vendors are now seeking to increase the price they originally agreed to and extend the delivery date that had previously been provided.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve up to a \$25,000 price increase on the Digger Derrick. Motion carried.

**Advanced Metering Infrastructure Project**

The commission was provided a project update. 4,751 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.

**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 Verleen Avenue Water Tower project, the Verleen Avenue street/utility reconstruction project, disconnections for non-payment of electric services, the safety and reliability awards, electric buy-back rates for solar customers, credit card fee costs since the utility started paying the fees on behalf of customers, and an initial discussion on moving to a four-day work week.

**Financial Statements**

The March financial statements were presented.

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

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