

## Waunakee Utilities Commission Meeting April 27, 2020

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

**Others Present:** Tim Herlitzka                      Randy Dorn              Dave Dresen  
Jon Trautman (CLA)

John Roessler called the regular meeting of the Waunakee Utilities Commission to order at the Waunakee Utilities facility at 322 Moravian Valley Road. The meeting was held virtually due to COVID-19 and the State of Wisconsin's Safer at Home order.

### Minutes

A motion was made by Steve Kraus and seconded by Gary Herzberg to approve the minutes of the February 24, 2020 Utilities Commission meeting. Motion carried.

### Bills

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

#### *March Bills Presented in April*

Total	Vendor	Description
\$ 145.02	Ace Hardware	Miscellaneous parts/supplies
227.58	AFLAC *	Monthly premiums
325.00	APG of Southern Wisconsin	Ad for community guide
250.00	Blair, Jim & Kathy	EV fast charger rebate
400.00	Bond Trust Services Corporation	Paying agent fees
15,546.76	Border States	Inventory & UG maintenance
372.68	Capital City Cleaning & Supply	Shop/office supplies
268.20	Cintas Corporation	Uniforms
10,250.00	CliftonLarsonAllen, LLP	Annual audit - partial billing
66,240.00	Core & Main	Water & sewer meters
502.00	Coverall North American, Inc.	Cleaning service
693.50	Crescent Electric	Inventory
18.40	Dane County Sheriff's Office	Police report copies and photos
539.00	Dane Lumber & Home Center	Shop maintenance
1,724.53	Delta Dental	Monthly dental insurance premiums
4,500.00	Dixon Engineering, Inc.	Well 3 reservoir roof project
27,061.31	EFTPS *	941 taxes
7,720.00	Empower Retirement *	Deferred Compensation & Roth
10,000.00	Esri	Annual license costs
1,295.78	Exxon Mobil *	Gasoline for trucks
304.50	File 13 E-Waste Solutions	Disposal of various electronic equipment
3,052.00	GLS Utility, LLC	Locating services
355.90	Hoon, Walter	Refund
2,631.21	Infosend, Inc.	Billing costs
821.76	JFTCO, Inc.	Mini backhoe maintenance

191.48	Karls, Dana	Mileage reimbursement
3,379.90	Martelle Water Treatment	Chemicals for wells
1,015.13	MG & E	Boosters, wells, service building & lift stations
298.38	Mid-State Technical College	Meter tech training
24.15	Naples Rolfling, Inc.	Refund
356.30	Northeast WI Technical College	Tuition & fees for apprentice line worker
75.00	Northern Lake Service, Inc.	Water samples
1,000.00	North Shore Bank *	Deferred Compensation
51.35	Office Depot	Office supplies
67,127.58	Payroll*	2/28 & 3/13
0.99	Piggly Wiggly	Shop/office supplies
142.95	Pitney Bowes	Equipment rental
98.00	Power System Engineering	Electric mapping
2,215.79	Public Service Commission	Costs regarding asset sale to ATC & rate case
17,285.96	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
19,843.77	Radian Research, Inc.	Electric meter tester
38,262.73	Resco	UG maintenance & inventory
526.76	Rhyme Business Products *	Monthly lease payment & usage charges
639.66	Securian Financial Group *	Life insurance premiums
3,964.08	SEERA c/o Wipfli, LLP	Focus program fee for February
2,180.44	Soldner, Bridget & Charles	Refund
273.00	Stafford Rosenbaum	Legal: Bank agreement & easement documents
1,116.56	SBank of CP/Credit card payment *	Training expenses, AMI water/sewer expense, safety gear, PPE, DOT crash report, shop part, safety school exp., hotel exp., engine oil & office supplies
117.63	T A S Communications	Answering service
968.29	TDS Telecom *	Monthly phone & modem service
374.13	Tesco	Tools/equipment for metering
170.78	Trace, Sam	Mileage reimbursement
933.90	Tyndale Company, Inc.	FR clothing
202.54	UPS Store	Shipping charges
1,014.60	USABlueBook	Meter supplies & water/sewer meters
534.43	U.S. Cellular *	Monthly cell phone service
970.00	Village of Waunakee *	PSC credits from 2019 completed work orders
137,754.95	Village of Waunakee	Flexplan, refuse/Feb. and electric & water taxes
44.20	Weaver Auto Parts	Truck supplies
45.00	Wil-Kil Pest Control	Pest control
350.00	Williamson Surveying	Woodland Crest easement
45.00	WI Dept. of Natural Resources	Water operator certification
18,869.00	WI Dept. of Revenue *	State & sales taxes paid
635,555.74	WPPI Energy	February power bill
5,858.12	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, low-income administrative service fee & member network support

15,315.97	WI Retirement System *	Retirement - February
26.00	WI State Lab of Hygiene	Water samples

*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
	<b>\$ 1,177,996.64</b>		

*April Bills*

	<b>Total</b>	<b>Vendor</b>	<b>Description</b>
\$	119.39	Ace Hardware	Miscellaneous parts/supplies
	227.58	AFLAC *	Monthly premiums
	154.08	Alder, James & Dawn	Refund
	977.98	Allen, L.W.	Lift station maintenance
	289.00	APG of Southern Wisconsin	Advertising
	65.70	Arlington Hardware Co.	Water inventory
	97.50	Boardman Clark	Legal: ATC sale
	14,551.20	Border States	Inventory & hydrant maintenance
	57.02	BP	Fuel for vehicles
	626.47	Cintas Corporation	Uniforms
	44,160.00	Core & Main	Water & sewer meters
	502.00	Coverall North American, Inc.	Cleaning service
	1,724.53	Delta Dental	Monthly dental insurance premiums
	112.42	Dish *	Monthly service
	950.00	Dixon Engineering, Inc.	Tower inspection
	41,250.42	EFTPS *	941 taxes
	11,580.00	Empower Retirement *	Deferred Compensation & Roth
	1,736.40	Exxon Mobil *	Gasoline for trucks
	398.00	Fire-Rescue Supply, LLC	Gas monitor testing
	5,696.00	GLS Utility, LLC	Locating services
	53,248.00	Honeywell	AMI meters
	3,121.38	Infosend, Inc.	Billing costs
	957.27	Itron, Inc.	Meter reading equipment maintenance
	177.38	Jacobson, David & Melissa	Refund
	921.10	MacQueen Equipment	Vac truck maintenance
	4,391.16	Madison Investments	Quarterly management fee
	473,648.39	Madison Metro Sewerage Dist.	1st Qtr. Serv. - Village \$368,404.59, SPL \$103,384.87

		and lab samples
2,250.00	Marek, Dave	Refund
11.00	Meffert Oil Co.	Fuel for vehicles
7,262.50	MEUW	Regional safety program & class registrations
709.33	MG & E	Boosters, wells, service building & lift stations
2,170.74	Minuteman Press	Bill stuffers
150.00	Monona Plumbing & Fire Protection	Quarterly fire sprinkler inspection
87.58	NAPA Auto Parts	Parts for trucks
1,500.00	North Shore Bank *	Deferred Compensation
102.79	Office Depot	Office supplies
120,997.69	Payroll*	3/27, 4/10 & 4/24
148.91	Pepsi Madison	Equipment rental & soda
19.27	Piggly Wiggly	Shop/office supplies
98.00	Power System Engineering	Electric mapping
1,582.23	Public Service Commission	Costs regarding asset sale to ATC & rate case
750.00	QTI Consulting, Inc.	Wage study
17,285.96	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
2,743.40	Resco	Inventory & minor materials
2,000.00	Reserve Account *	Postage for meter
582.70	Rhyme Business Products *	Monthly lease payment & usage charges
511.00	Ruekert & Mielke, Inc.	Water & sewer mapping expenses
639.66	Securian Financial Group *	Life insurance premiums
3,971.65	SEERA c/o Wipfli, LLP	Focus program fee for March
250.00	Shucha, Bonita	EV technology initiative
73.27	Six Mile Properties, LLC	Refund
462.00	Stafford Rosenbaum	Legal: Bank agreement
3,401.31	SBank of CP/Credit card payment *	School expenses, office/shop supplies, MEUW meeting lunch exp., conference registrations, well & shop maintenance, hand cleaner, clothing, AMI project costs, meter maint., tools & wipes
9,803.62	Strand Associates, Inc.	Water storage sizing & siting and Heritage Hills water
19,652.62	Stuart C Irby Co.	Inventory & street light maintenance
99.24	T A S Communications	Answering service
966.38	TDS Telecom *	Monthly phone & modem service
122.98	UPS Store	Shipping charges for bill stuffers
534.43	U.S. Cellular *	Monthly cell phone service
8,966.21	USIC Locating Services, Inc. *	Locating services
52.54	Utter, Mary	Refund
142,091.06	Village of Waunakee	Flexplan, refuse/Mar., electric & water taxes and re-bills for: Human Resource services, mechanic and SSM Health
170.00	WI Dept. of Natural Resources	Water operator certification & water use fees
21,121.36	WI Dept. of Revenue *	State & sales taxes paid
10,439.67	WI Dept. of Revenue	Gross revenue license fee
622,402.73	WPPI Energy	March power bill

5,644.02	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, low-income administrative service fee & member network support
15,289.75	WI Retirement System *	Retirement - March
26.00	WI State Lab of Hygiene	Water samples
237.71	Yahara Materials, Inc.	OH maintenance

*Bills Received Subsequent to Packet Delivery*

\$	227.58	AFLAC	Monthly premiums
	16,465.62	Border States	Inventory
	5,125.00	Core & Main	Inventory
	1,335.16	Crescent Electric	UG maintenance
	112.42	Dish Network *	Monthly service
	269.98	E-conolight	Shop lighting
	3,116.17	Infosend	Billing costs
	225.00	MEUW	Conference registration
	15,592.20	Resco	Inventory
	526.76	Rhyme Business Products	Monthly lease payment & usage charges
	109.65	USABlueBook	Water testing
	7,941.41	Utility Sales & Service	Truck maintenance
	17,541.68	Village of Waunakee	Re-bills for: Mechanic, flexplan & insurance
	295.00	Wil-Kil Pest Control	Exterior insect control
	300.38	Yahara Materials, Inc.	OH maintenance & materials for Westview
<b>\$</b>	<b>1,758,305.69</b>		

Motion carried.

**Public Comment**

There was no public comment.

**2019 Audit Report, Financial and Operational Highlights and Analysis of Cash Reserves**

Jon Trautman of CLA presented the 2019 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 2019 financial highlights and operational statistics.

After a discussion, a motion was made by John Roessler and seconded by Chris Zellner to approve the 2019 Annual Financial Report and Management Communications letter. Motion carried.

The cash reserve policy requires an annual update to be made to the utility commission of the cash reserves compared to the 135-day benchmark and staff presented this using December 31, 2019 audited balances. Cash reserves for all three utilities were reported at or above their benchmarks.

### **Well 3 Booster Pump Maintenance**

The utility has adopted a policy to inspect each of the five wells and booster pumps once every eight years to make sure they are operating properly and two pumps and motors at the Well 3 reservoir are scheduled for inspection in 2020. A proposal from CTW was presented for the base price not to exceed \$17,780 plus the possibility that the motors might need replacement.

After a discussion, a motion was made by Chris Zellner and seconded by Shirley Nelson to approve the CTW proposal including possible costs to replace the motors. Motion carried.

### **Records Retention Policy – Customer Billing Data**

A proposed records retention policy relating to customer billing data was presented in an attempt to streamline the amount of storage space needed at the utility for these records. The proposed policy is in compliance with record retention requirements outlined by the Public Service Commission of Wisconsin.

After a discussion, a motion was made by Gary Herzberg and seconded by Paul Endres to approve the policy. Motion carried.

### **COVID-19 Update**

The commission was provided an update on the operational impacts from COVID-19.

### **Temporary Modification to Vacation Carryover Policy**

The utility handbook regarding vacation time allows 40 hours to be carried over to June 30 of the following year with the approval of the general manager in writing.

There are several utility employees who have had to postpone or cancel vacations due to the ongoing health emergency. In an effort to provide flexibility to staff, a one-time option to extend the carryover period to December 31, 2020 was presented for consideration.

After a discussion, a motion was made by John Roessler and seconded by Steve Kraus to extend the December 31, 2019 vacation carryover period of up to 40 hours to December 31, 2020. Motion carried.

### **Electric Rate Increase**

The commission was provided an update on the status of the rate increase, including proposed PSC staff adjustments to lower the amount of the original increase requested.

### **Advanced Metering Infrastructure Project**

The project is currently on hold.

### **Village-Wide Construction Projects**

The commission was provided an update on the status of the two new convenience stores planned in the village and utility matters at the Heritage Hills subdivision. The utility will likely need to cost share certain future water and sewer capacity and redundancy expenses related to the subdivision and areas of future development around the subdivision. This will be discussed at a future meeting.

### **Operations Report**

The electric superintendent and water/sewer manager provided operational updates.

**General Manager's Report**

The general manager discussed the closing on the sale of the overhead line to ATC, the upcoming bid opening for the Well 3 Reservoir roof project, and a proposal from WPPI Energy that would afford members the opportunity to provide grants to community-based groups in need.

**Financial Statements**

The March financial statements were presented, including a review of the utility investments.

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

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