

Waunakee Utilities Commission Meeting May 24, 2021

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

Others Present: Tim Herlitzka Randy Dorn John McLain

Excused: Gary Herzberg

John Roessler called the regular meeting of the Waunakee Utilities Commission to order. The meeting was held virtually due to COVID-19. All votes were taken via a roll-call.

Minutes

A motion was made by Paul Endres and seconded by Shirley Nelson to approve the minutes of the April 26, 2021 Utilities Commission meeting. Motion carried.

Bills

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

| Total | Vendor | Description |
|--------------|----------------------------------|-----------------------------------|
| \$ 61.16 | Ace Hardware | Miscellaneous parts/supplies |
| 254.70 | AFLAC * | Monthly premiums |
| 55.97 | Bernards, Mary | Refund |
| 1,404.12 | Border States | Inventory |
| 468.97 | Cintas Corporation | Uniforms |
| 280.00 | CJ's Lawn & Snow, Inc. | Lawn maintenance |
| 291.46 | Core & Main | Booster maintenance |
| 314.98 | Country Glen Apartments | Refunds |
| 502.00 | Coverall North American, Inc. | Cleaning service |
| 1,796.90 | Delta Dental | Monthly dental insurance premiums |
| 30,639.44 | EFTPS * | 941 taxes |
| 8,420.00 | Empower Retirement * | Deferred Compensation & Roth |
| 500.00 | Endres, John | Roof repairs |
| 2,285.53 | Exxon Mobil * | Gasoline for trucks |
| 14,808.00 | GLS Utility, LLC | Locating services |
| 207.76 | Hartman, Steve | Mileage reimbursement |
| 1,968.00 | Honeywell | Electric AMI meters |
| 2,955.71 | Infosend, Inc. | Billing costs |
| 3,000.00 | Infrastructure Technologies, LLC | Sewer camera agreement |
| 12,693.00 | J & R Underground | Hwy. 19 boring work |
| 78.74 | Lakeside International, LLC | Truck maintenance |
| 6,189.44 | MacQueen Equipment | Vac truck maintenance |
| 4,255.28 | Madison Investments | Quarterly management fee |
| 18.19 | May, David K | Refund |
| 538.93 | Minuteman Press | May insert |
| 33.18 | NAPA Auto Parts | Truck maintenance |

| | | | |
|---|--------------------------------|--|---|
| 125.00 | Niesen & Son Landscaping, Inc. | Top soil | |
| 192.40 | Northern Lake Service, Inc. | Water samples | |
| 550.00 | North Shore Bank * | Deferred Compensation | |
| 74,342.78 | Payroll* | 5/7 & 5/21 | |
| 54.63 | Pearman, Thomas | Refund | |
| 111.00 | Pepsi | Soda for machine | |
| 17.98 | Piggly Wiggly | Soda for machine | |
| 11,165.00 | Renewaire, LLC | Return deposit - not doing project | |
| 2,745.11 | Resco | UG & transformer maintenance | |
| 544.09 | Rhyme Business Products * | Monthly lease payment & usage charges | |
| 666.97 | Securian Financial Group * | Life insurance premiums | |
| 4,290.33 | SEERA c/o Wipfli, LLP | April | |
| 294.00 | Stafford Rosenbaum | Legal: General corporate | |
| 9,245.97 | Strand Associates, Inc. | Lexington Booster project & Frank H Tower painting | |
| 978.31 | TDS Telecom * | Monthly phone & modem service | |
| 172.97 | Thompson, Kyle | Refund | |
| 36.70 | Thompson, Michael | Refund | |
| 542.82 | Trending Now Promotions | Refund on Deposit | |
| 134.91 | USABlueBook | Water testing | |
| 397.04 | U.S. Cellular * | Monthly cell phone service | |
| 165,205.22 | Village of Waunakee | Flexplan, refuse/Apr., electric & water taxes and re-bills for: Mechanic, Dean & insurance | |
| 40,349.08 | WI Dept. of Revenue * | State & sales taxes paid | |
| 630,419.38 | WPPI Energy | April power bill | |
| 10,246.22 | 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 | |
| 16,086.99 | WI Retirement System * | WAN, Verizon charges and Microsoft Office renewal Retirement - April | |
| 26.00 | WI State Lab of Hygiene | Water samples | |
| <i>Bills Received Subsequent to Packet Delivery</i> | | | |
| \$ | 38.70 | Arlington Hardware Co., Inc. | Water service maintenance |
| | 34.00 | Boardman Clark | Legal: Employee matter |
| | 1,438.00 | Crescent Electric | URD and street light maintenance |
| | 398.50 | Ditch Witch | Mini trencher maintenance |
| | 117.00 | Herlitzka, Tim | Mileage reimbursement |
| | 18,773.00 | Hooper Corporation | Lexington booster project |
| | 366.26 | Interstate Power Systems | Backup generator maintenance |
| | 633.48 | MG & E | Boosters, wells, service building & lift stations |
| | 550.00 | North Shore Bank * | Deferred compensation |
| | 686.00 | Power System Engineering, Inc. | Mapping expense |
| | 2.21 | PSC | ATC sale |

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|------------------------|-------------------------------------|--|
| 18,755.14 | Quartz Health Benefit Plans Corp. * | Monthly health insurance premiums |
| 225.00 | Spielman, Lynne | Home energy audit reimbursement |
| 2,844.75 | Sbank of CP/Credit card payment * | Class registration, chemical pump maint., battery backup, Zoom meetings, training, office expenses, retirement gifts, APPA order, tablet for office, and tools |
| 3,171.98 | Strand Associates, Inc. | Octopi flows and Industrial Park interceptor |
| 112.28 | T A S Communications * | Answering service |
| 167.83 | The UPS Store | Shipping chgs. for Octopi samples, contract shipping and chemical pump |
| 255.00 | Valk, Jennifer | Water quality report - layout and design |
| \$ 1,111,531.49 | | |

Motion carried.

Public Comment

There was no public comment.

Billings to Octopi Brewing

The commission was provided an update on the Octopi sampling results and billings subsequent to the discussion at the February meeting. Various information regarding a back-billing for unbilled wastewater charges prior to December 2020 was also presented.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the following:

- Octopi will be required to pay the full amount of the April bill, due on May 28th.
- The utility will review two months of sampling results with the new automatic sampler and use this as a reasonableness test to assist in determining if the March 31, 2021 sample is an anomaly. If so, the utility will work towards consensus in determining a possible partial refund of the April and May high strength charges (although the utility is not providing any guarantee that a refund will be due). If a refund is deemed appropriate, Octopi will be provided an option to receive it as a bill credit or a reduction in a back-billing amount.
- A back-billing of \$120,462 has been calculated for wastewater charges prior to December 2020. Since limited billing data exists for the 24-month period covering the back-billing, the utility will provide a 25% reduction in the back-billing amount with an interest-free payment option of up to 24-months. Considering the 25% adjustment, the back-billing will be \$90,347, or \$3,764 monthly over a 24-month period.

Motion carried with Chris Zellner abstaining.

2020 Drinking Water Quality Report

The commission was provided a copy of the 2020 drinking water quality report. There were no samples taken that violate state and federal drinking water requirements and a copy of the report will be made available to all customers.

Compliance Maintenance Annual Report and Resolution

The utility is annually required to file a Compliance Maintenance Annual Report with the DNR. The report for 2020 has been completed with no significant deficiencies noted.

After a discussion, a motion was made by Steve Kraus and seconded by Chris Zellner to approve the report and Resolution 21-0524, Acknowledging Review of the 2020 DNR Compliance Maintenance Annual Report. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,180 water units are now in service.

Village-Wide Construction Projects

A brief update was provided on various projects in the service territory including the Heritage Hills development.

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 replacement of the building air conditioning unit, the bids for the Lexington Booster Station project being presented to the commission in June, the status of the water tower painting project, the final price of the asset sale to Wisconsin Power and Light, the introductory meetings with two village trustees, and the return to in-person meetings starting in June.

Financial Statements

The financial statements were reviewed.

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

Respectfully submitted: _____
Commission Secretary

Resolution 21-0524

A Resolution Acknowledging Review of the 2020 DNR Compliance
Maintenance Annual Report

WHEREAS, the Waunakee Utilities Commission has management authority over the Village of Waunakee Sewer Utility; and,

WHEREAS, NR 208 requires the governing body to pass a resolution acknowledging review of the Compliance Maintenance Annual Report;

NOW, THEREFORE, BE IT RESOLVED by the Waunakee Utilities Commission, that we do hereby acknowledge review of the 2020 Compliance Maintenance Annual Report, noting a 4.0 score.

BE IT FURTHER RESOLVED that we will continue to strive towards maintaining our wastewater system at the highest level of quality.

/S/ John Roessler

John Roessler
Commission President

ATTEST:

Tim Herlitzka
General Manager

Dated: May 24, 2021