

Waunakee Utilities Commission Meeting May 26, 2020

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

Others Present: Tim Herlitzka Randy Dorn

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.

(Note that all votes were taken via a roll-call).

Minutes

A motion was made by Shirley Nelson and seconded by Paul Endres to approve the minutes of the April 27, 2020 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 602.95	Ace Hardware	Miscellaneous parts/supplies
270.56	Altec Industries, Inc.	Truck repair
1,260.00	Alternative Technologies, Inc.	Substation testing
96.49	Ambiance Homes, Inc.	Refund
117.51	APG of Southern Wisconsin	Advertising to bid for Well 3 reservoir roof project
2,981.50	Boardman Clark	Legal: ATC asset transfer
451.61	Border States	Hydrant markers
250.00	Boullion, Jim	EV charger rebate
124.83	Capital City Cleaning & Supply	Shop/office supplies
787.10	Cintas Corporation	Uniforms
4,075.00	CliftonLarsonAllen, LLP	Final billing for 2019 audit
502.00	Coverall North American, Inc.	Cleaning service
1.75	Dane County Sheriff's Office	Accident report
862.26	Delta Dental	Monthly dental insurance premiums
5,689.59	E-cononlight	Shop lights
26,957.70	EFTPS *	941 taxes
342.00	Electrical Testing Lab	PPE testing
7,720.00	Empower Retirement *	Deferred Compensation & Roth
1,076.60	Exxon Mobil *	Gasoline for trucks
15.85	Farnsworth, W. Jay	Refund on Deposit
16,026.50	GLS Utility, LLC	Locating services
69.00	Herlitzka, Tim	Mileage reimbursement
84.15	Insight FS	Fuel for forklift
1,011.63	Krause Power Engineering	Substation maintenance
1,592.50	Michels Corp.	Boring work
688.13	Minuteman Press	Bill stuffers
30.00	Niesen & Son Landscaping, Inc.	URD maintenance

2,365.00	Northern Lake Service, Inc.	Water samples at wells
1,000.00	North Shore Bank *	Deferred Compensation
67,179.80	Payroll*	5/8 & 5/22
2,745.00	Pinnacle Landscaping, Inc.	URD & street light maintenance
3,296.88	Pomp's Tire	Tires for vac truck
196.00	Power System Engineering	Electric mapping
2,040.24	Public Service Commission	Costs regarding asset sale to ATC & rate case
17,285.96	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
4,279.99	Resco	Inventory & street light maintenance
639.66	Securian Financial Group *	Life insurance premiums
3,927.73	SEERA c/o Wipfli, LLP	Focus program fee for April
546.00	Stafford Rosenbaum	Legal: General
3,527.97	SBank of CP/Credit card payment *	Webinar training registrations, zoom phone services for commission meeting, vac truck maintenance, membership renewal, office expenses, workbench & tools/supplies
136.61	Carl F. Statz & Sons	Truck maintenance
818.88	Strand Associates, Inc.	Water storage sizing & siting project
80.71	T A S Communications	Answering service
966.47	TDS Telecom *	Monthly phone & modem service
33.44	USABlueBook	Fluoride testing
534.43	U.S. Cellular *	Monthly cell phone service
137,987.69	Village of Waunakee	Flexplan, refuse/Apr. & electric & water taxes
69.27	Weaver Auto Parts	Truck parts/supplies
42,760.96	WI Dept. of Revenue *	State & sales taxes paid
568,847.49	WPPI Energy	April power bill
5,575.53	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, low-income administrative service fee & member network support
15,703.78	WI Retirement System *	Retirement - April
462.26	WI State Journal	Subscription renewal
26.00	WI State Lab of Hygiene	Water samples

Bills Received Subsequent to Packet Delivery

\$286.60	4 Control, Inc.	Weed spraying at substations
227.58	AFLAC	Monthly premiums
433.75	Allen, L.W.	Maintenance of lift station
1,106.00	Boardman Clark	Legal: General & ATC sale
1,984.00	Dawes Rigging & Crane Rental	Transformer failure at SPL
112.42	Dish Network *	Monthly service
10,848.00	Honeywell	AMI electric meters
3,092.19	Infosend	Billing costs
3,000.00	Infrastructure Technologies, LLC	Service agreement for sewer camera system
10,394.50	J & R Underground	Boring work done at Colonial Crest & Arb. Drive
54.84	MacQueen Equipment	Vac truck maintenance
423.46	MG & E	Boosters, wells, service building & lift stations

1,325.00	Overhead Door Company	Shop door maintenance
526.76	Rhyme Business Products	Monthly lease payment & usage charges
3,533.17	Strand Associates, Inc.	Heritage Hills water supply study & SCADA upgrade
22,960.52	Stuart C Irby Co.	Inventory
378.76	Village of Waunakee	Re-bills for: Mechanic & flexplan
45.00	Wil-Kil Pest Control	Pest control
233.93	Yahara Materials, Inc.	Shop maintenance
<u>\$1,017,687.44</u>		

Motion carried.

Bids for Repairs to the Well 3 Reservoir Roof

Bids for the Well 3 Reservoir Roof project were presented:

- Badger Specialty Coatings & Construction, LLC - \$62,611
- MZ Construction - \$119,000

Dixon Engineering, the consultant assisting the utility in this project, has deemed the apparent low bidder to be a responsible bidder. After a discussion, a motion was made by Gary Herzberg and seconded by Steve Kraus to approve the \$62,611 low bid. Motion carried.

2019 Drinking Water Quality Report

The commission was provided a copy of the 2019 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

The utility is required to file a Compliance Maintenance Annual Report with the DNR annually. The report for 2019 has been completed with no significant deficiencies noted.

After a discussion, a motion was made by John Roessler and seconded by Chris Zellner to approve the report and Resolution 20-0526, Acknowledging Review of the 2019 DNR Compliance Maintenance Annual Report. Motion carried.

COVID-19 Update

The commission was provided an update on the operational impacts due to COVID-19, included plans to re-start the water meter change out program. The utility lobby will re-open concurrent with when village hall begins to allow the public to return.

A comparison of April 2019 and 2020 sales was also presented.

Electric Rate Increase

The commission was provided an update on the status of the rate increase.

Advanced Metering Infrastructure Project

The project is currently on hold.

Village-Wide Construction Projects

There were no projects to discuss this month.

Operations Report

The water/sewer manager provided operational updates.

General Manager's Report

The general manager provided updates on recent electric service interruptions and the status of payment for the Forward Development Group project.

Financial Statements

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

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

Respectfully submitted: _____
Commission Secretary