

**Waunakee Utilities Commission Meeting**  
**June 22, 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  
 Kent Straus (Strand)              Mike Forslund (Strand)

John Roessler called the regular meeting of the Waunakee Utilities Commission to order at the Waunakee Utilities facility at 322 Moravian Valley Road.

**Minutes**

A motion was made by Chris Zellner and seconded by Steve Kraus to approve the minutes of the May 26, 2020 Utilities Commission meeting. Motion carried.

**Bills**

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

<u>Total</u>	<u>Vendor</u>	<u>Description</u>
\$ 313.83	Ace Hardware	Miscellaneous parts/supplies
462.00	Advanced Concrete, Inc.	Transformer maintenance
350.00	Baker Tilly	Research embedded cost credit regulations
130.00	Boardman Clark	Legal: Misc. legal expense
3,100.34	Border States	Inventory & OH maintenance
52.72	BP *	Gasoline for trucks
484.92	Cintas Corporation	Uniforms
460.59	C & M Hydraulic Tool Supply, Inc.	Tool repair
502.00	Coverall North American, Inc.	Cleaning service
1,724.53	Delta Dental	Monthly dental insurance premiums
27,168.47	EFTPS *	941 taxes
7,720.00	Empower Retirement *	Deferred Compensation & Roth
1,347.03	Exxon Mobil *	Gasoline for trucks
10,684.00	GLS Utility, LLC	Locating services
158,316.00	Honeywell	AMI meters
134.56	Interstate Billing Service, Inc.	Truck maintenance
709.45	Jefferson Fire & Safety	Test fire extinguishers in office, wells & trucks
26,964.50	J & R Underground	Boring work on Sawmill/Mill Rd.
133.25	Lakeside International, LLC	Truck maintenance
410.00	LMS Construction, Inc.	Electrical trench for Westview Meadows
550.00	MEUW	Management training program registrations
262.56	MG & E	Boosters, wells, service building & lift stations
1,331.66	Minuteman Press	Bill stuffers
102.50	MKD Group/Trending Now Promotions	Safety equipment
1,000.00	North Shore Bank *	Deferred Compensation
67,793.60	Payroll*	6/5 & 6/19
868.00	Pellitteri Waste Systems	Data shred
60.64	Piggly Wiggly	Office/shop expenses
142.95	Pitney Bowes	Equipment rental

98.00	Power System Engineering	Electric mapping expense
1,649.27	Public Service Commission	Rate case costs
17,285.96	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
1,883.00	Red Arrow Electric	Light pole/base work
1,222.07	Resco	Inventory & OH maintenance
1,948.00	Ruekert & Mielke, Inc.	Sewer mapping expense
795.25	Securian Financial Group *	Life insurance premiums
3,974.94	SEERA c/o Wipfli, LLP	Focus program fee for May
3,944.61	SBank of CP/Credit card payment *	Office supplies, truck tool, computer expenses, retractable belts for lobby & new battery and pads for the AED's and stop the bleed kits
14.79	Carl F. Statz & Sons	Lawn trimmer maintenance
140.40	T A S Communications	Answering service
966.43	TDS Telecom *	Monthly phone & modem service
316.66	The UPS Store	Shipping charges for bill stuffers and meters
323.77	U.S. Cellular *	Monthly cell phone service
190.87	Valentine, Twila	Refund
375.00	Valk, Jennifer	Water quality report-layout and design
138,102.35	Village of Waunakee	Flexplan, refuse/May & electric & water taxes
2,000.00	Waunakee Neighborhood Connection	Donation from WPPI COVID recharge program
51.99	Weaver Auto Parts	Truck parts/supplies
46,167.47	WI Dept. of Revenue *	State & sales taxes paid
768,283.90	WPPI Energy	May power bill
5,669.77	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 & retail billing services
15,353.88	WI Retirement System *	Retirement - May
26.00	WI State Lab of Hygiene	Water samples

*Bills Received Subsequent to Packet Delivery*

\$ 382.00	American Water Works Association	Membership renewal
159.28	Border States	OH maintenance
276.00	CJ's Lawn & Snow Services, Inc.	Lawn maintenance
199.43	Hellenbrand Glass, LLC	Glass window in reception area/counter
17,285.96	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
572.85	Strand Associates, Inc.	Water storage sizing & siting project
5.25	Trending Now Promotions	Facemask
1,000.00	Village of Waunakee	Donation for park concert series/WPPI COVID
7.32	Weaver Auto Parts	Trailer maintenance
<b>\$ 1,343,952.57</b>		

Motion carried.

## **Public Comment**

There was no public comment.

## **Utility Matters Related to the Heritage Hills Subdivision and Proposal for Engineering Services Related to Improvements to the Lexington Booster Station**

Kent Straus and Mike Forslund from Strand lead a discussion about the various water and sewer utility matters at the Heritage Hills subdivision.

### *Water*

A Strand water supply evaluation report was presented and discussed.

Ground elevations require water service to be provided through the boosted water system and improvements will be needed at the Lexington Booster Station to be able to adequately serve the area and future areas to the north and east. The cost of these improvements is estimated to be \$211,000, which includes all construction costs, engineering, and contingencies. These improvements are recommended to be completed in 2021.

The Strand report also analyzed the option of constructing a new booster station in the subdivision. However, since the cost of this option is estimated to range from \$750,000 to \$1,000,000, it was not pursued.

Additional improvements are planned in conjunction with the extension of North Division Street adjacent to Water Tower Park. There is a water main in this undeveloped area that may be in conflict with the proposed new road.

### *Sewer*

A Strand report summarizing the sewer issues was presented and discussed which primarily relates to capacity issues downstream from the development.

Strand is recommending the development be split into two tributary regions. The west side of the subdivision is planned to flow through existing sewers leading west of the area. No capacity issues are anticipated from this. Full development of sewer from the east side of the subdivision and future lands to the north and east will exceed downstream capacity and improvements will be needed. The cost of these improvements is estimated to be \$673,000. The timing of the project will be contingent on the buildout of the subdivision, but improvements could be needed in as few as three to five years.

### *Cost Recapture from the Heritage Hills Developer and Future Developers of Adjacent Lands*

The development agreement for the subdivision stipulates the developer must pay a proportionate share of the costs the utility will incur related to water and sewer improvements that benefit the subdivision.

The agreement requires the developer to initially pay the utility \$1,000 per lot based on the estimated cost of the water and sewer improvements at the time the agreement was finalized. A true-up of costs will be made when the final costs are known.

It's anticipated the utility will also be able to recapture the portion of the costs that will benefit lands north and east of the Heritage Hills subdivision since the improvements will provide future benefits to these areas. Furthermore, there does not appear to be a limit to the amount of time the utility has to recapture these costs from future developers.

### *Proposal for Engineering Services Related to Improvements to the Lexington Booster Station*

A Strand proposal for engineering services for this project was presented for an amount not to exceed \$35,800. This not-to-exceed fee includes all design, bidding, and construction administration and observation services. If approved by the commission, engineering for the project will begin soon, with bidding and construction starting

in 2021. After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the engineering proposal. Motion carried.

### **Water Storage Sizing and Siting Evaluation Report**

Mike Forslund presented the results of the report analyzing the water storage needs of the utility. The report suggests a reservoir and booster station should be constructed at the Well 5 site (North Madison and Easy Street) by the end of 2022 and that the utility should secure a one-acre site for a future well facility near the Woodland Drive/Highway Q area. A new well will likely be needed between 2030 and 2040.

The commission discussed various other options for storage which will be considered before issuing the final draft of the report.

### **Hiring Water/ Sewer Department Employee**

A water/sewer department employee will be retiring from the utility August 21<sup>st</sup>. Applications are being accepted for a replacement employee and staff is recommending the new employee be allowed to start one to three weeks in advance of the retirement date to allow the new employee to be trained as quickly as possible and fully integrated with the department.

Staff is also recommending the following wage scale if the successful candidate is not fully licensed, which is based on the same step increases as was found in the old union contract and which was also offered to an employee in 2015:

Upon hire – 80.40% of licensed wage  
After six months – 82.71% of licensed wage  
After one year – 85.14% of licensed wage

After a discussion, a motion was made by Gary Herzberg and seconded by Paul Endres to authorize the new employee start date to be one to three weeks in advance of the August 21<sup>st</sup> retirement, approve the pay scale proposed above, and allow for a vacation allotment greater than what is offered to regular first year employees if needed as long as it's approved by President Roessler. Motion carried.

### **July Meeting Date**

The July meeting planned for Tuesday the 21<sup>st</sup> will be moved back to the normal date of Monday the 27<sup>th</sup>.

### **Advanced Metering Infrastructure Project**

The commission was provided an update on the project.

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

There were no projects to discuss this month.

### **Operations Report**

Various operational items were discussed including recent pump failures at lift stations due to inappropriate materials entering the sanitary sewer system.

### **General Manager's Report**

The general manager discussed the planned reopening of the lobby and the status of the electric rate case.

### **Financial Statements**

The May 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