

## Waunakee Utilities Commission Meeting June 27, 2022

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

**Others Present:** Tim Herlitzka                      Randy Dorn                      John McLain

**Absent:** Shirley Nelson

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

### Minutes

A motion was made by Chris Zellner and seconded by Gary Herzberg to approve the minutes of the May 23, 2022 Utilities Commission meeting. Motion carried.

### Bills

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

Total	Vendor	Description
\$ 292.81	Ace Hardware	Lawn care, conduit, adapters, screwdrivers
1,101.51	APG (Adams Publishing Group)	Web and energy assistance ads
254.70	AFLAC *	Monthly premiums
1,280.00	Alternative Technology	Oil test kits, sampling services
136.28	Auto Value parts store	Oil, gear lube
127.53	Buschke, Bailey	Mileage reimbursement
2,968.67	Central States Tower	Refund on deposit
524.11	Cintas Corporation	Uniforms
39,340.00	Core & Main	Water meter expense
502.00	Coverall North America, Inc.	Cleaning service
250.00	Cramer, John	EV fast charger rebate
26.26	Crescent Electric	Metering and street light maintenance
1,847.77	Delta Dental	Monthly premiums
26.66	Dorn, Randy	Clothing reimbursement
30,973.17	EFTPS *	941 taxes
296.74	Ellickson, Kim	Refund on deposit
250.00	Epps, Van Ava	Scholarship
7,684.92	Empower Retirement *	Deferred compensation & Roth
2,956.92	Exxon Mobil *	Gasoline for trucks
111.45	Gen Comm	Supplies to new vac truck
15,007.90	GLS Utility, LLC	Locating services
74.30	Hartman, Steven	Mileage reimbursement
3,473.82	Info Send	Bill and print services
4,781.62	Interstate Power	Lift station maintenance
2,042.00	J & R underground	Bore ducts and asphalt removal
84.04	Lakeside International	Truck supplies
450,467.00	Macqueen Equipment	New vac truck
1,461.80	Madison Gas & Electric	Utility bills for various properties
150.00	Monona Plumbing and Fire	Quarterly fire sprinkler inspection
61.30	Noltner, Kim	Mileage reimbursement
446.38	Northeast Wi Tech College	Apprenticeship tuitions
1,100.00	North Shore Bank *	Deferred compensation
77,450.99	Payroll*	6/3, & 6/17
163.93	Piggly Wiggly	Office expenses
810.00	Pinnacle Landscaping, Inc.	Centennial Park topsoil, grade, seed
216.63	Pitney Bowes	Postage meter lease

23,385.45	Quartz Health Benefit Plans Corp.*	Health insurance premiums
563.15	Rhyme Business Products	Copier lease
1,380.20	Ruekert & Mielke, Inc.	Water & sewer mapping expense
14.97	Schaeffer, Christie	Mileage reimbursement
746.30	Securian Financial Group *	Life insurance premiums
4,529.06	SEERA c/o Wipfli, LLP	April Focus on Energy program fees
129.00	Stafford Rosenbaum	General legal
7,700.17	State Bank of CP/Credit card payment *	MEUW annual conference, clothing, office supplies and expenses, shop supplies, tools, pallet forks, shop supplies
5,763.19	Strand Associates	Verleen Tower painting project
34,487.46	Stuart C Irby Co.	Inventory and transformers
194.42	T A S Communications	Answering service
920.93	TDS Telecom *	Monthly phone & modem service
1,374.47	USA Bluebook	Hydrant diffuser
193.57	U.S. Cellular *	Monthly cell phone service
156,185.74	Village of Waunakee	Flexplan, refuse/may., electric & water taxes and re-bills
250.00	Waunakee Community Foundation	sponsorship for Wauktoberfest
6,197.10	WI Dept. of Revenue *	WI withholding Tax
49,869.44	WI Dept. of Revenue *	State sales and Use Tax for May
355.00	Wil-Kil pest control	Insect control
995,642.61	WPPI Energy	May power bill
7,176.62	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 and Verizon charges
15,606.38	WI Retirement System *	Retirement - May
26.00	WI State Lab of Hygiene	Water samples
<i>Bills Received Subsequent to Packed Delivery</i>		
\$ 235.22	Ace Hardware	Miscellaneous parts / supplies
406.00	American Water Works	Membership renewal
17.25	Auto Value parts store	Air tank maintenance
72.00	Boardman Clark	Professional services
2,875.00	Clifton Larson Allen	Final billing for 2021 audit
39.22	Core & Main	Parts for water meters
718.22	Crescent Electric	Quick set cement for underground project
3,112.00	Diggers Hotline	Locating services
144.00	Herlitzka, Tim	Mileage reimbursement
3,665.00	Midwest Testing LLC	Water meter testing
631.02	Rhyme Business Products	Copier lease
342.23	SJE	Electric work for Verleen Tower project
36,099.05	Midwest General and Mechanical	Lexington Booster Station modifications
<b>\$ 2,009,790.65</b>		

Motion carried.

### Public Comment

There was no public comment.

### Applications to Join MEG Water and MEG Wastewater

The commission was presented information on joining the Municipal Environment Group (MEG) Water and Wastewater groups. The two groups are made up of Wisconsin municipal utilities that advocate on behalf of members for water and wastewater issues.

After a discussion, a motion was made by Chris Zellner and seconded by Gary Herzberg to join MEG Water and MEG Sewer. Motion carried.

### **Application for Certification as a Reliable Public Power Provider**

The commission was provided a brief summary of the application process to the American Public Power Association (APPA) to be certified as a Reliable Public Power Provider (RP<sub>3</sub>).

The RP<sub>3</sub> designation provides recognition of a utility's dedication to operating an efficient, safe, and reliable distribution system. Being recognized by the RP<sub>3</sub> program demonstrates a utility's commitment to its employees, customers, and community. Currently 275 of the nation's more than 2,000 public power utilities hold a RP<sub>3</sub> designation.

After a discussion, a motion was made by Chris Zellner and seconded by Steve Kraus to approve submitting an application to APPA to get the RP<sub>3</sub> designation. Motion carried.

### **New Vacuum Truck**

The commission was provided a demonstration of the new vacuum truck.

### **July Meeting Date**

The next meeting will be on July 20<sup>th</sup>.

### **Advanced Metering Infrastructure Project**

The commission was provided a project update. 4,995 water units are now in service and the project is approximately 96% complete.

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

No projects were discussed this month.

### **Operations Report**

The commission was provided a brief update on various operational matters.

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

The general manager discussed the electric system reliability billing insert, a graph summarizing the total number of solar customers, graffiti found on the Verleen Avenue Water Tower, the RFP for auditing services, a new text messaging service for customers, a large solar and battery backup project at a company in the business park, and a new all-time electric sales peak.

### **Financial Statements**

The May financial statements were presented.

### **Employee Performance Matter**

The commission discussed a personnel matter.

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

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