

Waunakee Utilities Commission Meeting June 28, 2021

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

Others Present: Tim Herlitzka Randy Dorn John McLain

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 Shirley Nelson and seconded by Paul Endres to approve the minutes of the May 24, 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
\$ 313.73	Ace Hardware	Miscellaneous parts/supplies
994.60	Adams Publishing Group	Low income ads & bidding notice
254.70	AFLAC *	Monthly premiums
1,404.58	Allen, L.W., LLC	Lift station and well maintenance
1,260.00	Alternative Technologies, Inc.	Substation maintenance
394.00	American Water Works Association	Membership renewal
186.75	Arlington Hardware Co.	Water inventory
25.42	Auto Value Waunakee	Truck & booster station maintenance
462.00	BoardmanClark	Legal: Asset sale to WPL
568.01	Cintas Corporation	Uniforms
1,904.94	Core & Main	Water inventory & hydrant maintenance
62.93	Country Glen Apartments	Refunds
502.00	Coverall North American, Inc.	Cleaning service
6,804.56	Crescent Electric	Inventory and OH, URD & street light maintenance
219.44	David's Certified Auto Repair	Truck maintenance
1,520.00	Dawes Rigging & Crane Rental	Transformer maintenance
1,796.90	Delta Dental	Monthly dental insurance premiums
117.67	Dish Network *	Monthly service
1,597.08	Ditch Witch	Mini trencher maintenance
25,943.39	EFTPS *	941 taxes
6,980.00	Empower Retirement *	Deferred Compensation & Roth
2,148.14	Exxon Mobil *	Gasoline for trucks
50,143.00	General Heating & Air Conditioning	Replace air conditioner unit
12,597.50	GLS Utility, LLC	Locating services
136.98	Grainger	Booster station maintenance
19.44	Hetzel, Michael	Refund
250.00	Hisgen, Jon	EV fast charger rebate
249.10	Jefferson Fire & Safety	Test fire extinguishers in building
22.33	Koch, Rebecca	Refund

120.44	Koenig, Karin	Refund
976.50	Krause Power Engineering	Assistance with interview process
3,849.00	Martelle Water Treatment	Chemicals for wells
97.88	McDonough, Patrick & Becky	Refund
38.94	McLain, John	Expense reimbursement
590.00	MEUW	Management training registrations
316.70	MG & E	Boosters, wells, service building & lift stations
2,382.60	Millennium	Electric inventory
1,063.25	Minuteman Press	June insert & water quality insert
150.00	Monona Plumbing & Fire Protection	Quarterly fire sprinkler inspection
299.11	NAPA Auto Parts	Truck maintenance
58.68	Noltner, Kim	Mileage reimbursement
96.20	Northern Lake Service, Inc.	Water samples
12,094.92	North Shore Bank *	Deferred Compensation & HRA for Dave Dresen
65,525.60	Payroll*	6/4 & 6/18
54.63	Pearman, Thomas	Refund
217.04	Piggly Wiggly	Soda for machine & food/supplies for retirement party
1,368.50	Pinnacle Landscaping, Inc.	Various landscaping projects
142.95	Pitney Bowes	Equipment rental
1,354.58	Pomp's Tire Service, Inc.	Forklift & truck maintenance
18,755.14	Quartz Health Benefit Plans Corp.*	Monthly health insurance premiums
992.50	Resco	Electric inventory
544.09	Rhyme Business Products *	Monthly lease payment & usage charges
587.95	Rhyme Business Products	Monthly lease payment & usage charges
790.75	Ruekert & Mielke, Inc.	Water mapping expense
447.03	Schell, Kathleen & Ronald	Refund
771.84	Securian Financial Group *	Life insurance premiums
4,363.97	SEERA c/o Wipfli, LLP	May
126.00	Stafford Rosenbaum	Legal: Octopi matter & Erdman agreement
2,305.05	State Bank of CP/Credit card payment *	Office expenses, clothing, postage, retirement party, substation maintenance, tools, truck maint., and PPE
13.54	Statz, Carl F.	Vac truck maintenance
55.15	St. John's Properties	Refund
8,089.11	Strand Associates, Inc.	Lexington Booster project, Frank H Tower painting, Octopi matter, Well 4 trouble shooting
21,803.62	Stuart C Irby Co.	Electric inventory
112.43	T A S Communications *	Answering service
978.31	TDS Telecom *	Monthly phone & modem service
39.00	Tri-County Paving	Maintenance of water lateral
266.39	The UPS Store	Shipping charges for bill stuffers & Octopi samples
391.75	U.S. Cellular *	Monthly cell phone service
150.19	Valek, Jeff & Toni	Refund
151,726.21	Village of Waunakee	Flexplan, refuse/May, electric & water taxes and re-bills for: Mechanic & human resources services
355.00	Wil-Kil Pest Control	Pest control
45,765.64	WI Dept. of Revenue *	State & sales taxes paid
760,767.14	WPPI Energy	May power bill
6,554.04	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 &

16,922.94	WI Retirement System *	monitoring, member network support, member/WPPI WAN and Verizon charges
246.51	Yahara Materials, Inc.	Retirement - May Water lateral maintenance

Bills Received Subsequent to Packet Delivery

\$	102.85	Core & Main	Water inventory
	417.85	Crescent Electric	URD maintenance
	117.67	Dish *	Monthly service
	774.67	Electrical Testing Lab	Glove testing
	250.00	Haugen, Ava	Scholarship
	2,944.95	Infosend, Inc.	Billing costs
	3,617.80	Millennium	URD maintenance
	96.20	Northern Lake Service, Inc.	Water samples - Octopi
	77.98	Office Depot, Inc.	Office supplies
	920.00	Pinnacle Landscaping, Inc.	6426 & 6428 Hwy. 19 landscaping
	39.00	Tri-County Paving	Water lateral leak
	1,093.95	Tyndale Company, Inc.	Clothing for new line worker
\$	1,264,050.92		

Motion carried.

Public Comment

There was no public comment.

Bids for Lexington Booster Station Modifications

Bids for the project were opened on June 11th and were presented as follows:

- Midwest General & Mechanical Contractors, Inc. - \$148,200
- Sabel Mechanical - \$149,000
- August Winter and Sons, Inc. - \$170,720

Midwest General & Mechanical Contractors, Inc. is deemed to be a responsible bidder and total project costs are expected to be under budget.

After a discussion, a motion was made by Steve Kraus and seconded by Gary Herzberg to approve the low bid from Midwest General & Mechanical Contractors, Inc. Motion carried.

Diggers/Derrick Purchase

Quotes for the purchase of a replacement digger/derrick were presented as follows:

- Altec – No quote received after several attempts
- Terex – \$278,795
- Utility Sales and Service – \$292,050

Utility staff recommended purchasing the Utility Sales and Service vehicle as it was deemed to have better lifting capacity.

After a discussion, a motion was made by Paul Endres and seconded by Chris Zellner to purchase the Utility Sales and Service vehicle for an amount not to exceed \$292,050 and sell the existing digger/derrick on the Wisconsin Surplus Online Auction site after the new vehicle arrives. Motion carried.

It could take up to a year for the vehicle to arrive due to extended delivery lead times.

Risk and Resilience Assessment

The commission was provided an overview of the recently completed Risk and Resilience Assessment.

Vacuum Truck Replacement

Staff highlighted information about the condition of the existing vacuum truck and reasons to begin the procurement process for a replacement vehicle.

After a discussion, the commission indicated consensus to move forward with procurement of a new vehicle. Utility staff will begin the procurement process and present a quote for the commission to consider at a future meeting.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,206 water units are now in service.

Village-Wide Construction Projects

A brief update was provided on various projects in the service territory.

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 start of the apprentice line worker, the status of the Frank H Water Tower painting project, the water interconnection with Westport, the start of the new communications intern, an upcoming article in the newspaper about the water utility, water meter and electric transformer supply chain issues, and an update on the wastewater sampling for an industrial customer.

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