

Waunakee Utilities Commission Meeting July 27, 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. 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 June 22, 2020 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. A motion was made by Steve Kraus and seconded by Roxanne Johnson to approve payment of the following bills:

Total	Vendor	Description
\$ 297.92	Ace Hardware	Miscellaneous parts/supplies
227.58	AFLAC *	Monthly premiums
341.37	AFLAC	Monthly premiums
171.26	APG	Notice of rate hearing & Waunakee graduation
32.63	AX Properties	Refund
10,080.53	Border States	Inventory
35,234.00	Bushnell Ford *	New van
125.64	Capital City Cleaning & Supply	Shop/office supplies
607.71	Cintas Corporation	Uniforms
2,696.50	Core & Main	Water meters & meter maintenance
502.00	Coverall North American, Inc.	Cleaning service
5,744.80	Crescent Electric	UG maintenance & minor materials
250.00	Davidson, Luisa	Scholarship
1,724.53	Delta Dental	Monthly dental insurance premiums
130.80	Diggers Hotline, Inc.	Locating services
112.42	Dish Network *	Monthly service
27,026.68	EFTPS *	941 taxes
7,720.00	Empower Retirement *	Deferred Compensation & Roth
1,423.31	Exxon Mobil *	Gasoline for trucks
13,788.50	GLS Utility, LLC	Locating services
213.36	Heuvelman, Michael	Refund
6,204.97	Infosend, Inc.	Billing costs
2,348.07	Interstate Power Systems	Lift station & well maintenance
957.27	Itron, Inc.	Meter reading equipment maintenance
41.46	Klein, Ronald & Emily	Refund
608.90	MacQueen Equipment	Vac truck maintenance
4,436.75	Madison Investment Advisors	Quarterly management fee
478,571.22	Madison Metro Sewerage Dist.	2nd Qtr. Serv. - Village \$379,443.62, SPL \$99,127.60
3,520.70	Martelle Water Treatment	Chemicals for wells
5,837.50	MEUW	Safety program (& credits for workshops)

258.16	MG & E	Boosters, wells, service building & lift stations
218.94	Mierow, Jonathan & Elsa	Refund
38.52	Miller, Frank	Refund
949.65	Minuteman Press	Bill stuffers
150.00	Monona Plumbing & Fire Protection	Quarterly fire sprinkler inspection
162.76	NAPA Auto Parts	Truck parts/supplies
1,000.00	North Shore Bank *	Deferred Compensation
716.98	Payne & Dolan, Inc.	Valve box repairs
85,997.58	Payroll*	7/3 & 7/17
37.03	Pellitteri Waste Systems	Data shred
31.65	Pepsi Madison	Equipment rental
309.86	Perkins Oil	Oil for trucks
70.36	Piggly Wiggly	Office/shop expenses
575.00	Pinnacle Landscaping, Inc.	Repair/seed disturbed areas
1,906.32	Pomp's Tire Service, Inc.	Backhoe maintenance
1,121.22	Public Service Commission	Rate case costs
17,285.96	Quartz Health Benefits*	Monthly health insurance premiums
35.00	Register of Deeds *	Record documents for Hellenbrand Road
44,577.70	Resco	Transformers
641.95	Rhyme Business Products *	Monthly lease payment & usage charges
795.25	Securian Financial Group *	Life insurance premiums
3,924.56	SEERA c/o Wipfli, LLP	Focus program fee for June
3,643.75	Spahn Excavating	Woodland Crest work
1,172.82	SBank of CP - Credit Card *	Clothing, shop lights, wire cart, AICPA membership renewal, face masks, battery, postage, hand soap, office supplies and expenses
672.80	Stuart C. Irby	UG maintenance
9,303.64	Strand Associates, Inc.	Water storage sizing & siting and lift station pumps
870.40	Suttle Straus	Envelopes
24.37	Swiggum, Miranda	Refund
207.73	T A S Communications	Answering service
969.16	TDS Telecom *	Monthly phone & modem service
217.00	Trending Now Promotions	Face masks & neck gaiters
148.83	The UPS Store	Shipping charges for bill stuffers
371.25	U.S. Cellular *	Monthly cell phone service
141,233.05	Village of Waunakee	Flexplan, refuse/June, electric & water taxes and re-bills for: Mechanic & Human resource services
750.00	Village of Waunakee	Youth baseball & softball sponsor
1,000.00	Waunakee Senior Center	Donation/WPPI COVID
166.96	Weaver Auto Parts	Truck parts/supplies
340.00	Wil-Kil Pest Control	Pest control
55,317.62	WI Dept. of Revenue *	State & sales taxes paid
987,586.08	WPPI Energy	June power bill
6,518.93	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
15,347.17	WI Retirement System *	Retirement - June

26.00 WI State Lab of Hygiene Water samples

Bills Received Subsequent to Packet Delivery

819.00	Clear Vision Cleaning, LLC	Window cleaning
112.42	Dish Network *	Monthly service
250.00	Lenzendorf, Jared	Scholarship
2,084.57	Madison Metro Sewerage Dist.	Lab samples
903.24	Yahara Materials, Inc.	Woodland Crest materials
<u>\$ 2,001,839.62</u>		

Motion carried.

Public Comment

There was no public comment.

Purchase of New Pumping Equipment for Lift Stations

A quote to replace four pumps at the Ashlawn and Westbridge Lift Stations with chopper pumps was presented. The pumps are proposed to be replaced since the utility has experienced multiple pump failures because rags and wipes are being discarded into the sanitary sewer system.

The quote, for an amount not to exceed \$47,427, includes all installation costs. Funds from the lift station replacement account will be used to pay for this purchase.

After a discussion, a motion was made by Steve Kraus and seconded by Chris Zellner to approve the purchase of the four chopper pumps for an amount not to exceed \$48,427. Motion carried.

Vehicle Purchase

The budget includes \$45,000 for the purchase of a new vehicle to be used by the water/sewer manager. This is a replacement of the current vehicle which is over 14 years old. Quotes for the purchase of a Chevy Colorado are summarized as follows:

- Bergstrom - \$27,290
- Zimbrick - \$27,965
- Johnson Sales - \$33,070

After a discussion, a motion was made by Gary Herzberg and seconded by Paul Endres to approve the purchase of the Bergstrom vehicle and authorize selling the current vehicle via the Wisconsin Surplus Online Auction website. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update. 6,414 electric meters have been installed and 2,907 water units are now in service.

Village-Wide Construction Projects

A brief update was provided for the Arboretum Village and Heritage Hills projects.

Operations Report

The commission was provided an update on various operational matters.

General Manager's Report

The general manager discussed the extension of the moratorium on disconnections, hiring a new water/sewer operator, the recent all-time peak electric demand of 31.65 megawatts, implementation of new electric rates on July 1st, and an update on the Main Street Water Tower project.

Financial Statements

The June financial statements were presented.

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

Respectfully submitted: _____
Commission Secretary