

Waunakee Utilities Commission Meeting August 23, 2021

Members Present: Paul Endres Shirley Nelson Gary Herzberg
John Roessler Chris Zellner

Others Present: Tim Herlitzka Randy Dorn John McLain
Gabe Altenbernd Bruce Beth (Forster Engineering)
Eric Anthon (Forster Engineering)

Excused: Steve Kraus Roxanne Johnson

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

Minutes

A motion was made by Shirley Nelson and seconded by Gary Herzberg to approve the minutes of the June 28, 2021 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:

July Bills Presented in August

Total	Vendor	Description
\$ 193.36	Ace Hardware	Miscellaneous parts/supplies
586.41	Adams Publishing Group	Low income ad & Waunakee graduation
254.70	AFLAC *	Monthly premiums
5,200.00	Ageless Concrete, LLC	Water lateral leaks
256.68	Allen, L.W., LLC	Booster station maintenance
36.49	Auto Value Waunakee	Truck maintenance
264.00	BoardmanClark	Legal: WPL customer transfer
3,555.22	Border States	Electric inventory
115.93	Bright, Neil *	Refund
535.98	Cintas Corporation	Uniforms
23,920.00	Core & Main	AMI meters
502.00	Coverall North American, Inc.	Cleaning service
1,128.19	Crescent Electric	Street light maintenance
204.89	Christiansen, Cullen	Refund
1,835.73	Delta Dental	Monthly dental insurance premiums
3,137.50	Diggers Hotline	Locating services
117.67	Dish Network *	Monthly service
1,250.00	Dixon Engineering, Inc.	T-Mobile/Frank H tower
26,926.68	EFTPS *	941 taxes
7,180.00	Empower Retirement *	Deferred Compensation & Roth
1,999.89	Exxon Mobil *	Gasoline for trucks
3,213.00	General Heating & Air Conditioning	Air conditioner maintenance
10,943.50	GLS Utility, LLC	Locating services
187.71	Grantin, Justin & Kelsey	Refund
221.15	Hollman, Veronica	Refunds
84.15	Insight FS	Fuel for forklift
1,005.13	Itron, Inc.	Meter reading equipment maintenance
155.54	Johnston, Glenn & Carla	Refund
549,518.89	Madison Metro Sewerage Dist.	2nd Qtr. Serv. - Village \$440,235.87, SPL \$109,283.02
155.67	Meffert Oil Co.	Gasoline for trucks

7,433.75	MEUW	Safety program fees for 3rd Qtr. & chainsaw/tree trimming workshop registrations
341.26	MG & E	Boosters, wells, service building & lift stations
2,460.00	Michels Power, Inc.	Joint trench
72.00	Millennium	URD maintenance
1,122.04	Minuteman Press	July bill stuffer
721.38	NAPA Auto Parts	Truck, well & lift station maintenance
288.60	Northern Lake Service, Inc.	Water samples
1,100.00	North Shore Bank *	Deferred Compensation
356.15	Office Depot	Office supplies
87,900.63	Payroll*	7/2 & 7/16
109.26	Pearman, Thomas	Refunds
111.00	Pepsi	Soda for machine
171.64	Pierner, Jason	Refund
245.35	Piggly Wiggly	Office expenses
19,774.10	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
9,427.66	Resco	Electric inventory, metering, OH & URD maint.
95.76	Robertson, Cory	Refund
776.32	Securian Financial Group *	Life insurance premiums
4,409.87	SEERA c/o Wipfli, LLP	June Focus on Energy program fees
126.00	Stafford Rosenbaum	Legal: Lexington booster & Woodland Crest
2,509.60	State Bank of CP/Credit card payment *	Lunch for candidate interviews, gasoline for trucks, forklift maintenance, tool boxes, a/c units & fans for office, shop/office supplies, AICPA membership renewal, hard hats, booster station maint., Zoom for meeting, batteries for server and metering
6,038.60	Strand Associates, Inc.	Lexington Booster project & Frank H Tower painting
650.39	Streckenbach, Keith	Refund
212.90	T A S Communications *	Answering service
975.92	TDS Telecom *	Monthly phone & modem service
257.55	Tomlinson, Doug & Marlene	Refunds
168.00	Trending Now Promotions	Clothing for new employee
891.05	The UPS Store	Shipping charges for bill stuffers & Octopi samples
391.75	U.S. Cellular *	Monthly cell phone service
148,870.73	Village of Waunakee	Flexplan, refuse/June, electric & water taxes and chalk walk sponsorship
750.00	Waunakee Chamber of Commerce	WaunaFest run sponsor
250.00	Waunakee Community Foundation	Wauktoberfest donation
60.00	Wil-Kil Pest Control	Pest control
58,191.68	WI Dept. of Revenue *	State & sales taxes paid
1,040,463.48	WPPI Energy	June power bill
7,150.87	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
14,832.70	WI Retirement System *	Retirement - June
52.00	WI State Lab of Hygiene	Water samples
15,196.69	Woodland Crest, LLC	Refund on Deposit
\$ 2,079,642.74		

August Bills

Total	Vendor	Description
\$382.05	AFLAC *	Monthly premiums
3,802.59	Allen, L.W., LLC	Tower maintenance

779.50	Altec Industries, Inc.	Digger derrick maintenance
786.41	APG (Adams Publishing Group)	WaunaFest and Energy assistance ads
40.92	Auto Value Waunakee	Truck & camera trailer maintenance
400.00	Bond Trust Services Corporation	Paying agent fees
250.00	Bunch, Cody	Scholarship
127.79	Buschke, Bailey	Mileage reimbursement
523.59	Cintas Corporation	Uniforms
2,061.00	Core & Main	Water inventory
502.00	Coverall North American, Inc.	Cleaning service
859.00	CTW Corporation	Lexington booster & well #2 maintenance
1,874.56	Delta Dental	Monthly dental insurance premiums
117.67	Dish Network *	Monthly service
123.68	D'Orazio Cleaning Supply, LLC	Shop/office supplies
27,041.46	EFTPS *	941 taxes
7,380.00	Empower Retirement *	Deferred Compensation & Roth
2,054.34	Exxon Mobil *	Gasoline for trucks
8,050.00	Ferguson Waterworks	Hydrant painting
60,707.82	Fresco, Inc.	Electric inventory
9,685.00	GLS Utility, LLC	Locating services
22,500.00	Honeywell	AMI water meter equipment
6,058.35	Infosend	Billing costs (2 months)
630.00	Krause Power Engineering	Review of Octopi solar project
4,270.48	Madison Investments	Management fees
4,356.50	Martelle Water Treatment	Chemicals for wells
270.00	MEUW	Seminar registrations
334.61	MG & E	Boosters, wells, service building & lift stations
596.50	Minuteman Press	August bill inserts
100.00	Municipal Wholesale Power Group	2021 dues
363.79	NAPA Auto Parts	Tractor/backhoe maintenance
192.40	Northern Lake Service, Inc.	Water samples (Octopi)
1,100.00	North Shore Bank *	Deferred Compensation
60.97	Office Depot	Office/shop supplies
68,543.02	Payroll*	7/30 & 8/13
61.96	Piggly Wiggly	Office/shop expenses
19,264.62	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
544.09	Rhyme Business Products *	Monthly lease payment & usage charges
776.32	Securian Financial Group *	Life insurance premiums
4,473.96	SEERA c/o Wipfli, LLP	July Focus on Energy program fees
294.00	Stafford Rosenbaum *	General legal
1,720.23	State Bank of CP/Credit card payment *	Safety school expenses, truck/equipment expense, MEUW annual conference registration, topsoil for URD maintenance, tools and hotel expense for school
2,103.72	Strand Associates, Inc.	Lexington Booster project & Frank H Tower painting
149.63	T A S Communications *	Answering service
975.87	TDS Telecom *	Monthly phone & modem service
1,221.02	Temperature Systems, Inc.	Building maintenance
186.00	Tri-County Paving	Maintenance of services
391.75	U.S. Cellular *	Monthly cell phone service
167,510.33	Village of Waunakee	Flexplan, refuse/July, electric & water taxes and re-bills for: Insurance, mechanic & Dean Health
675.00	Waunakee Chamber of Commerce	Chamber Golf Classic
75.00	Wauna-Key Locksmith	Well maintenance
74,453.56	WI Dept. of Revenue *	State & sales taxes paid
1,298,824.52	WPPI Energy	July power bill
6,385.72	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
23,154.04	WI Retirement System *	Retirement - July
26.00	WI State Lab of Hygiene	Water samples
240.34	Yahara Materials, Inc.	Maintenance of services

Bills Received Subsequent to Packet Delivery

\$	266.24	Ace Hardware	Miscellaneous parts/supplies
	13.84	Anderson, Brittany	Refund
	37.70	Auto Value Waunakee	Booster and lift station maintenance
	99.00	Boardman Clark	Legal: WP/L customer transfer
	11,745.00	Border States	Electric inventory
	19.34	Brown, Stephen Apartments	Refund
	80.49	Dominie, Paul & Meghan	Refund
	173.48	Henke, Adam & Nicole	Refund
	378.00	Herlitzka, Tim	Mileage reimbursement
	88.73	Hollman, Veronica	Refunds
	8,224.00	Honeywell	Electric AMI meters
	79.96	Minuteman Press	Door hangers
	96.20	Northern Lake Service, Inc.	Water samples - Octopi
	119.74	Reible, Holly	Refund
	631.92	Resco	Metering
	56.37	Schmitz, Richard	Refund
	798.00	Southwest Town Mechanical	Building maintenance
	36.90	Trianon Properties 2, LLC	Refund
	500.00	Waunakee Lions Club	Diabetes Awareness Concert
	295.00	Wil-Kil Pest Control	Pest control
	264.69	Yahara Materials, Inc.	Maintenance of water services
	<u>\$1,864,438.28</u>		

Motion carried.

Public Comment

There was no public comment.

Presentation from the Madison Metropolitan Sewerage District Regarding Rates

The presentation will be held at the September meeting.

Long-Term Evaluation of the Electric System

Bruce Beth and Eric Anthon from Forster presented the results of the long-term evaluation of the electric system.

Vacuum Truck Replacement

The commission was presented a proposal for the replacement of the current vacuum truck, for an amount not to exceed \$446,067, and the reasons staff are recommending the purchase.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the purchase of the Vactor 2100i for an amount not to exceed \$446,067, including the extended warranties, and sell the current vehicle via the Wisconsin Surplus Online Auction website once the new vehicle arrives. Motion carried.

Changes to COVID Emergency Sick Leave Policy

The commission was presented information regarding changes to the COVID Emergency Sick Leave Policy recently approved by the village board:

- Employees who are not vaccinated will no longer be eligible for the emergency sick leave. If unvaccinated employees miss work for COVID reasons they will have to use other forms of leave (regular sick leave, vacation, holiday, or comp time).
- Non-vaccinated employees will be required to have weekly COVID testing. (Employees will be allowed to do the testing during normal working hours).

After a discussion, a motion was made by Paul Endres and seconded by Chris Zellner to modify the utility COVID policy to incorporate the changes recently approved by the village board. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,339 water units are now in service.

Village-Wide Construction Projects

A brief update was provided on various projects in the service territory including the proposed multi-family project planned for Heritage Hills.

Operations Report

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

General Manager's Report

The general manager discussed damage to the Frank H Water Tower caused by lightning, changes to the Choose Renewables program and efforts to inform customers of the changes, planning efforts for 2022 street/utility projects, a recent meeting to discuss health insurance for 2022, discussions with an industrial wastewater customer regarding billings, and the possible use of paperless meeting packets.

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