

Waunakee Utilities Commission Meeting August 24, 2020

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

Others Present: Tim Herlitzka Randy Dorn Dave Dresen
Bridgot Gyspers Ed Maxwell

Absent: Gary Herzberg

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 July 27, 2020 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 1,990.00	Ageless Concrete, LLC	Maintenance of water service
160.00	Allen, L.W.	Lift station maintenance
5,500.00	AVT Electric, Inc.	Meter socket maintenance
400.00	Bond Trust Services Corp.	Paying agent fee
32.76	Brown, Stephen Apartments	Refund
1,521.26	B.R.S. Radiator, Machine & Fabrication	Lift station maintenance
359.01	Cintas Corporation	Uniforms
3,229.35	Core & Main	Inventory & maintenance of services
502.00	Coverall North American, Inc.	Cleaning service
1,033.97	Crescent Electric	UG & OH maintenance
575.84	Daleo, Jacqueline	Refund
1,873.48	Delta Dental	Monthly dental insurance premiums
2,944.00	Diggers Hotline, Inc.	Locating services - 2nd prepayment
27,441.71	EFTPS *	941 taxes
7,820.00	Empower Retirement *	Deferred Compensation & Roth
2,159.55	Exxon Mobil *	Gasoline for trucks
306.17	Fackrell, Regan & Andrea	Refund
51.07	Fisher, Brian & Gwyneth	Refund
11,154.50	GLS Utility, LLC	Locating services
288.00	HG Signs	Vehicle lettering
1,184.58	Hyatt, Dave & Joan	Refund
84.15	Insight FS	Fuel for forklift
1,332.31	Interstate Power Systems	Lift station maintenance
82.15	Meffert Oil Co.	Gasoline for trucks
350.00	MEUW	Workshop registrations
702.00	Millennium	Minor materials
100.00	Municipal Wholesale Power Group	2020 dues

112.83	NAPA Auto Parts	Truck parts/supplies
343.00	Northern Lake Service, Inc.	Water testing
1,000.00	North Shore Bank *	Deferred Compensation
68,495.07	Payroll*	7/31 & 8/14
9,108.36	Resco	Inventory, OH, UG & transformer maintenance
2,000.00	Reserve Account *	Postage for machine
159.91	RG Heating & Air Conditioning	Building maintenance
526.76	Rhyme Business Products *	Monthly lease payment & usage charges
310.77	Rosenberry, Dave	Refund
1,020.00	Ruekert & Mielke, Inc.	Evaluate replacing sewer main
795.25	Securian Financial Group *	Life insurance premiums
4,382.82	SEERA c/o Wipfli, LLP	Focus program fee for July
168.00	Stafford Rosenbaum, LLP	Easement & water tower matters
1,875.89	SBank of CP/Credit card payment *	Tools, oil for trucks, trailer parts, postage, paper, books for class, meeting expenses, office supplies and materials for garden
1,548.14	Steel Surgeon, LLC	UG maintenance
3,713.93	Stuart C. Irby	Inventory, OH & UG maintenance
153.57	T A S Communications	Answering service
969.06	TDS Telecom *	Monthly phone & modem service
200.08	The UPS Store	Shipping charges for bill stuffers
371.25	U.S. Cellular *	Monthly cell phone service
155,918.20	Village of Waunakee	Flexplan, refuse/July, electric & water taxes and re-bills for: mechanic & insurance
3,000.00	Village of Waunakee	Donation from WPPI COVID recharge initiative
1,500.00	Waunakee Community Schools	Donation from WPPI COVID recharge initiative
50.40	Weaver Auto Parts	Lift station supplies
1,575.00	Wesco	Metering
73,679.56	WI Dept. of Revenue *	State & sales taxes paid
1,203,083.56	WPPI Energy	July power bill
5,697.92	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
22,959.92	WI Retirement System *	Retirement - July
26.00	WI State Lab of Hygiene	Water samples
188.25	Woodruff, Tyson	Refund
139.74	Yahara Materials, Inc.	W.O. materials

Bills Received Subsequent to Packet Delivery

\$	227.58	AFLAC	Monthly premiums
	823.00	Boardman Clark	Legal: Assistance with hiring matter
	14,719.62	Border States	Inventory, UG & transformer maintenance
	119.67	Cintas Corporation	Uniforms
	1,509.61	Crescent Electric	Inventory & UG maintenance
	17,411.63	CTW Corporation	Well 3 booster pump maintenance
	166.00	Herlitzka, Tim	Mileage reimbursement
	2,685.00	J & R Underground	Boring work at 5th & 6th St. and Monterey Lane

1,542.50	LMS Construction	Dig & backfill trench for Westview Meadows
250.00	McPherson, Robert	EV charging initiative
175.00	MEUW	Training registration
254.36	MG & E	Boosters, wells, service building & lift stations
43.42	Minuteman Press	Business cards & laminated phone numbers
75.00	Niesen & Son Landscaping, Inc.	UG maintenance
100.00	Overhead Door Company of Madison	Shop door maintenance
1,709.75	Power System Engineering, Inc.	Electric mapping expense
93.43	Public Service Commission	Electric rate increase costs
18,453.59	Quartz Health Benefit Plans Corp.	Health insurance premiums
1,087.43	Resco	Inventory
526.76	Rhyme Business Products	Monthly lease payment & usage charges
855.24	Steel Surgeon, LLC	Equipment modification
5,357.81	Strand Associates, Inc.	Lexington booster station modifications, assistance with chopper pumps at lift stations
394.00	Trending Now Promotions	Clothing for new employee & extra masks
41.00	Tri-County Paving	Maintenance of hydrants
13,302.21	Work Truck Stuff, Inc. *	Equipment for new electric metering van
\$ 1,720,174.71		

Motion carried.

Public Comment

There was no public comment.

Sanitary Sewer Main Replacement Analysis

A report was presented by Bridgot Gypers and Ed Maxwell of Ruckert and Mielke which considers the costs of replacing leaking sanitary sewer main versus paying for the charges to treat the infiltration and inflow. Utility staff will continue to evaluate specific areas in the service territory to target for replacement or lining.

Lease Amendment with Verizon Wireless

The utility has been working with Verizon Wireless regarding an amendment to the existing lease at the Ripp Park Tower with the proposed terms:

- A new lease payment of \$31,516 for 2020.
- A continued 5% annual increase in lease payments as the current lease stipulates.
- An up-front payment of \$7,500 for our legal and engineering costs. A refund will be provided if the actual costs are less than the \$7,500.
- The ability to have any further changes made to the lease amendment provided they are acceptable to our attorney.

A motion was made by Chris Zellner and seconded by Shirley Nelson to approve the lease amendment with the above terms. Motion carried.

COVID Recharge Program Expenditures

The general manager provided an update on the program expenditures.

Advanced Metering Infrastructure Project

The commission was provided a project update. 6,429 electric meters have been installed and 3,025 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 an update on various operational matters including another blockage at the Westbridge Lift Station.

General Manager's Report

The general manager discussed the extension of the moratorium on disconnection of residential electric service by the Public Service Commission.

Financial Statements

The July financial statements were presented.

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

Respectfully submitted: _____
Commission Secretary