

## Waunakee Utilities Commission Meeting October 22, 2018

**Members Present:** Sam Ballweg Paul Endres Roxanne Johnson  
Steve Kraus Shirley Nelson Chris Zellner

**Members Excused:** John Roessler

**Others Present:** Tim Herlitzka Adam Bentley  
Suzie Kaiser, Associated Benefits and Risk Consulting

A motion was made by Steve Kraus and seconded by Sam Ballweg to appoint Shirley Nelson to run the meeting. Motion carried and the regular meeting of the Waunakee Utilities Commission was called to order at the Waunakee Utilities facility at 322 Moravian Valley Road.

### Minutes

Moved by Steve Kraus, seconded by Paul Endres, to approve the minutes of the September 24, 2018 Utilities Commission meeting. Motion carried.

### Bills

The list of bills was reviewed. Moved by Steve Kraus, seconded by Sam Ballweg, to approve payment of the following bills:

Total	Vendor	Description
\$ 76.98	AFLAC *	Monthly premiums
516.27	Allen, L.W.	Well & scada maintenance
152.01	Altec Industries, Inc.	Truck #24 maintenance
250.00	Arneson, Shawn	Electric vehicle charger initiative
7,805.20	Border States	Inventory
113.48	BP *	Gasoline for trucks
165.12	Cintas Corporation	Uniforms
31.95	Core & Main	Water meter parts
502.00	Coverall North American , Inc.	Cleaning service
1,623.51	Crescent Electric	Inventory & street light maintenance
101.92	Dish Network *	Monthly service
24,478.63	EFTPS *	941 taxes
779.94	Electrical Testing Lab	PPE testing
6,190.28	Empower Retirement *	Deferred Compensation & Roth
87.50	Endres Mfg. Co.	Fire hydrant maintenance
3,628.85	Endres Mfg. Co.	Refund on deposit
2,501.25	Exxon Mobil *	Gasoline for trucks
10.96	Fastenal Company	Substation maintenance
2,617.94	Hill's Wiring, Inc.	OH to URD projects
429.00	Hometown News	Bill stuffer
84.15	Insight FS	Fuel for forklift
10,314.25	J & R Underground	Boring work done at Bethel Cir, Winston Way, Arboretum Dr & Gaelic St
705.68	Larry's Tire, Inc.	Tires for truck# 23
404,433.93	Madison Metro Sewerage Dist.	3rd Qtr. Serv. - Village \$324,201.53, SPL \$78,104.33 and lab samples
543.00	Medivan, Inc.	Hearing tests for employees
100.49	NAPA Auto Parts	Truck parts/supplies
692.00	North Shore Bank *	Deferred Compensation
50.32	Office Depot	Office supplies
63,402.60	Payroll*	9/28 & 10/12
141.10	Pepsi Madison	Equipment rental & soda for machine
15,157.77	PSC*	Utility advance assessment
1,500.00	QTI Consulting, Inc.	Benchmark wage study

218.09	Resco	Inventory
2,000.00	Reserve Account *	Postage for meter
495.28	Rhyme Business Products *	Monthly lease payment & usage charges
250.00	Schampers, Rob	Electric vehicle charger initiative
587.32	Securian Financial Group, Inc. *	Life insurance premiums
3,813.30	SEERA c/o Wipfli, LLP	Focus program fee for September
62.90	Sklenar, Mark & Paulette	Refund on deposit
778.00	SBank of CP/Credit Card Pymt*	Office supplies, street light maintenance, booster maintenance, safety glasses & truck maintenance
11.86	Carl F. Statz & Sons	Maintenance of wells
7,454.01	Steel Surgeon, LLC	Underground maintenance & equipment
5,300.00	Stuart C Irby Co.	Tools
105.40	T.A.S. Communications	Answering service
911.02	TDS Telecom *	Monthly phone & modem service
1,200.00	Town Planner	Energy conservation ads
50.85	The UPS Store	Shipping charges for bill stuffers
400.99	U.S. Cellular *	Monthly cell phone service
6,558.00	USIC Locating Services	Locating services
194.00	US Postal Service*	PO Box rental fee
275,628.36	Village of Waunakee	Flexplan, electric & water taxes, refuse/Aug. and re-bills for: Neil's Liquor, Dean, Blowin Smoke, Ehlers, human resource services, mechanic & Wolf Paving
50,337.15	WI Dept. of Revenue *	State taxes & sales tax paid
11,800.82	WI Dept. of Revenue	Gross revenue license fee
904,594.96	WPPI Energy	September power bill
3,181.59	WPPI Energy	Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, member/ WPPI WAN , member network support and shared meter technician
13,858.64	WI Retirement System *	Retirement - September
25.00	WI State Lab of Hygiene	Water samples

Bills Received Subsequent to Packet Delivery

331.59	Ace Hardware	Miscellaneous parts/supplies
1,071.00	Boardman Clark	Legal: AMI & WPL territorial issues
55.04	Cintas Corporation	Uniforms
1,221.00	Core & Main	Water meter
913.78	Crescent Electric	Underground & street light maintenance
1,620.84	Delta Dental	Dental insurance premiums
587.74	EFTPS *	941 taxes for commission payroll
228.50	Electrical Testing Lab	Test OH equipment
248.00	Herlitzka, Tim	Mileage reimbursement
2,589.91	Infosend, Inc.	Billing costs
122.50	Krause Power Engineering	Miscellaneous engineering assistance
944.78	Lakeside International, LLC	Truck #24 maintenance
4,422.74	Madison Investment Advisors	Quarterly management fee
218.42	Meyer, Ethan & Emily	Refund
331.57	MG & E	Boosters, wells, service building & lift stations
495.78	Minuteman Press	Bill stuffer
373.55	Northcentral Utility	Truck #24 maintenance
53.64	Office Depot	Office supplies
17.97	Piggly Wiggly	Shop/office supplies
402.50	PSE	GIS system updates
470.18	PSC	WP & L customer acquisition, water AMI approval, miscellaneous rate matters
21,654.48	Quartz	Health insurance premiums
2,626.79	St. John Escrow Co, Inc.	Refund on deposit
125.00	Town of Springfield *	Permit fee for road crossing

502.38	United Laboratories	Shop supplies
56,558.17	Village of Waunakee	Refuse/September
113.94	Zerbel, Anne	Reimburse for damage done to property
<u>\$ 1,937,307.41</u>	<b>Total Amount of Invoices Approved</b>	

Motion carried.

**Public Comment**

There was no public comment.

**Health Insurance Plan Changes**

Adam Bentley and Suzie Kaiser presented information regarding a new health insurance plan offering to employees. The proposed plan includes higher deductibles for employees but also includes a HSA contribution. After a discussion, a motion was made by Roxanne Johnson and seconded by Sam Ballweg to approve the proposed plan and related Personnel Handbook changes, contingent on approval by the village board. Motion carried with Paul Endres voting no.

**Application to Public Service Commission of Wisconsin to Remove Tax Levy Portion of Public Fire Protection Charge**

The 2019 village budget eliminates the \$200,000 annual Public Fire Protection (PFP) payment. As a result, the utility will need to petition the Public Service Commission of Wisconsin (PSCW) to adjust the tariff and have the \$200,000 added to the amount already being directly billed to customers. After a discussion, a motion was made by Steve Kraus and seconded by Shirley Nelson to file an application to the PSCW to have the additional \$200,000 paid directly by customers. Motion carried.

**Capital Budget**

The proposed 2019-2023 capital budget was discussed. The final operating and capital budgets will be presented at the November meeting.

**Advanced Metering Infrastructure Project**

The commission was provided an update on the project. Approximately 80 electric meters have been installed. Final regulatory approval for the water AMI project has now been received.

**Village-Wide Construction Projects**

No projects were discussed this month.

**Operations Report**

An update was provided on a water leak at the Verleen Tower, a water meter change out at our largest customer, the upcoming transfer of customers from Alliant, and the status of the Hovde and Library projects.

**General Manager's Report**

The general manager informed the commission about televising sewer mains in certain areas of the village adjacent to where a third party recently performed boring work, the re-election to the WPPI Energy Executive Committee, and the planned presentation at the November meeting regarding the long-term study of the water and sewer systems.

**Financial Statements**

The September financial statements were presented. Consolidated operating income is \$222,000 over budget for the year but the sewer results are \$25,000 under budget due to increased MMSD expenses.

**Modifications to Customer Service Representative Position Description, Employee Promotion to Manager of Customer Service and Billing, and Salary Range for Customer Service Representative Position**

The commission discussed various staffing matters. After a discussion, a motion was made by Chris Zellner and seconded by Shirley Nelson to promote the current Customer Service Representative to the position of Manager of Customer Service and Billing at the salary proposed, effective October 22<sup>nd</sup>, to approve the salary range presented for the Customer Service Representative position, and to approve minor modifications to the Customer Service Representative position description. Motion carried.

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

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