

Waunakee Utilities Commission Meeting
October 25, 2021

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

Others Present: Tim Herlitzka Randy Dorn John McLain
 Gabe Altenbernd

Excused: Shirley Nelson

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

Minutes

A motion was made by Steve Kraus and seconded by Paul Endres to approve the minutes of the September 27, 2021 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. A motion was made by Chris Zellner and seconded by Gary Herzberg to approve payment of the following bills:

Total	Vendor	Description
\$446.41	Adams Publishing Group	Low income energy assistance ad
254.70	AFLAC *	Monthly premiums
6,950.00	Ageless Concrete, LLC	Water lateral leaks
1,221.72	Allen, L.W., LLC	Lift station maintenance
75.00	Arbor Day Foundation	Tree line USA
7.49	Auto Value Waunakee	Vac truck maintenance
8,145.00	Badger Trailer & Power *	New trailer
204.54	Brooks Tractor	Equipment maintenance
501.36	Cintas Corporation	Uniforms
120.29	Cohen-Esrey	Refund on Deposit
6,755.00	Control Works	New HVAC control system
1,144.24	Core & Main	AMI water & sewer meters
502.00	Coverall North American, Inc.	Cleaning service
267.98	Darm, Robert	Refund
1,690.99	Delta Dental	Monthly dental insurance premiums
117.67	Dish Network *	Monthly service
205.68	Dwelling Masters, LLC	Refund
27,078.27	EFTPS *	941 taxes
253.56	Embray, Janet or John	Refund
7,430.00	Empower Retirement *	Deferred Compensation & Roth
1,917.25	Exxon Mobil *	Gasoline for trucks
9,578.00	GLS Utility, LLC	Locating services
1,130.48	Hill Electric, Inc.	Water tower maintenance
84.15	Insight FS	Fuel for forklift
670.09	Itron	Meter reading equipment maintenance
100.00	Jackson, Dan & Debbie	Refund
568.84	JFTCO, Inc.	Equipment maintenance
36.62	Karls, Dana	Mileage reimbursement
531,411.97	Madison Metro Sewerage Dist.	3rd Qtr. Serv. - Village \$419,738.14, SPL \$107,588.40

		and lab samples
105.27	Matt, Paul & Dixie	Refund
96.32	McLain, John	Mileage reimbursement
6,493.75	MEUW	Safety program fees for 4th quarter
1,992.43	Minuteman Press	Bill inserts
29.66	Minuteman Press	Laminated phone number cards
58.46	Noltner, Kim	Mileage reimbursement
288.60	Northern Lake Service, Inc.	Water samples for Octopi
1,100.00	North Shore Bank *	Deferred Compensation
119.99	Office Depot	Office/shop supplies
87,675.84	Payroll*	10/8 & 10/22
4,665.00	Paragon Development Systems, Inc.	Tablets for water department
88.25	Per Mar Security Services	Service call
12.58	Piggly Wiggly	Soda for machine
17,680.51	PSC *	Assessment of gross intrastate operating revenues
786.00	PSE	Electric mapping expense
19,264.62	Quartz Health Benefit Plans	Monthly health insurance premiums
7,469.27	Resco	Electric inventory and UG maintenance
278.66	Roudebush, Tyler	Refund
48.21	Schutz, Gretchen	Refund
776.32	Securian Financial Group *	Life insurance premiums
4,454.40	SEERA c/o Wipfli, LLP	September Focus on Energy program fees
126.00	Stafford Rosenbaum	Legal: Sewer billing matter
5,148.74	State Bank of CP/Credit card payment *	AWWA webinar, shop maintenance, safety glasses, office expenses, trees, school expenses, UG maintenance, server backup, water tablet supplies, chemical pump, tools and work gloves
2,265.37	Strand Associates, Inc.	Verleen Ave. tank repainting, Frank H tank painting & water supply & storage planning
24,808.58	Stuart C Irby Co.	Electric inventory & OH maintenance
578.00	Suttle Straus	Envelopes
244.30	T A S Communications *	Answering service
972.15	TDS Telecom *	Monthly phone & modem service
102.48	Trace, Sam	Mileage reimbursement
78.00	Tri-County Paving	Water lateral leak
517.14	USA BlueBook	Well and shop maintenance
391.75	U.S. Cellular *	Monthly cell phone service
254.00	U.S. Postal Service *	Box renewal fee
14.86	Van Go Taxi	Refund
149,008.19	Village of Waunakee	Flexplan, refuse/Sept. & electric and water taxes
60.24	Waunakee Power Equipment	Tool maintenance
500.00	Waunakee Rotary Club	Holiday lights display sponsorship
310.00	Wil-Kil Pest control	Pest control
45.00	WI Dept. of Natural Resources *	Water operator certification
12,373.72	WI Dept. of Revenue *	Gross revenue license fee
56,149.49	WI Dept. of Revenue *	State & sales taxes paid
1,020,711.24	WPPI Energy	September power bill
6,476.97	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 &

15,518.89	WI Retirement System *	monitoring, member network support, member/WPPI WAN and Verizon charges
26.00	WI State Lab of Hygiene	Retirement - September Water samples

Bills Received Subsequent to Packed Delivery

\$	875.41	Adams Publishing Group	Low income ads
	9.19	Auto Value Waunakee	Truck parts
	602.88	EFTPS *	941 taxes for commission payroll
	4,273.09	Madison Investments	Management fees
	397.71	MG & E	Boosters, wells, service building & lift stations
	1,113.56	Pomp's Tire Service, Inc.	Tires for small bucket truck
	1,536.70	The UPS Store	Shipping charges for Octopi water samples, bill inserts & Honeywell returns
	30.00	WI Dept. of Revenue *	State taxes paid for commission payroll
	\$2,067,873.09		

Motion carried.

Public Comment

There was no public comment.

Agreement with Octopi Brewing

The commission discussed the ongoing sewer billing matter with Octopi Brewing. The general manager provided a recommendation to allow for a \$51,821 reduction in the back billing amount still owed. This reduction is an acknowledgement that the billings computed earlier in 2021 used sampling data that was not as complete as the information now available. In exchange, the general manager recommended an agreement between Octopi and the utility be entered into that clarifies matters regarding the reduction in the back billing and outlines sampling and billing procedures going forward.

After a discussion, a motion was made by Steve Kraus and seconded by Gary Herzberg to approve the proposed reduction in the back billing and agreement. Motion carried with Chris Zellner abstaining.

Modifications to the Verleen Avenue Water Tower Painting Project Scope

The commission was presented a recommendation to modify the scope of the project to remove all the existing coatings (interior wet and dry and exterior) to eliminate the lead-based paint at the structure. The project cost will go from an estimated \$200,000 to \$600,000 and will provide for an anticipated 20-year life on the new paint coating versus ten years for just an overcoat as was originally planned.

After a discussion, a motion was made by John Roessler and seconded by Steve Kraus to approve the change in project scope. Motion carried with Chris Zellner voting no.

Capital Budget

The 2022-2026 capital budget was presented by the department heads and the general manager. The budget is mainly designed to ensure system reliability and to plan for growth. Vehicle and large equipment purchases follow the vehicle replacement schedule.

After a discussion, a motion was made by John Roessler and seconded by Chris Zellner to approve the 2022-2026 Capital Budget. Motion carried.

Application to the Public Service Commission of Wisconsin for Approval of Rg-3 Residential Service – Optional Three-Tier Time of Day Service

The commission discussed a staff recommendation to petition the Public Service Commission of Wisconsin (PSCW) for approval of a new Rg-3 rate tariff for residential electric customers that would offer a low off-peak rate from midnight to 5 a.m. This rate could attract customers who own an Electric Vehicle (EV) to charge the vehicle when our costs to purchase power are generally the lowest.

This is the first Rg-3 rate to be requested by a WPPI member at the PSCW and therefore it could require more effort in obtaining approval.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to approve petitioning the PSCW for approval of the Rg-3 tariff. Motion carried.

Strategic Planning Discussion

The commission participated in a strategic planning exercise.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,517 water units are now in service.

Village-Wide Construction Projects

The commission was provided an update on various projects in the service territory.

Operations Report

The commission was provided a brief update on various operational matters including supply chain issues.

General Manager’s Report

The general manager provided an update to the investigation by the Public Service Commission of Wisconsin into the water connections with the Town of Westport, the 2022 retirement of an office staff member, and the final round of electric customer disconnections before the winter moratorium starts.

Financial Statements

The financial statements were reviewed.

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

Respectfully submitted: _____
Commission Secretary