

Waunakee Utilities Commission Meeting October 26, 2020

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

Others Present: Tim Herlitzka Randy Dorn Dave Dresen
Tyler Endres

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 Chris Zellner and seconded by Steve Kraus to approve the minutes of the August 24, 2020 Utilities Commission meeting. Motion carried.

Bills

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

September Bills Presented in October

| Total | Vendor | Description |
|-----------|---------------------------------|---|
| \$ 114.79 | Ace Hardware | Miscellaneous parts/supplies |
| 150.00 | Adams Publishing Group | Horizons page |
| 227.58 | AFLAC | Monthly premiums |
| 165.00 | Boardman & Clark | Legal: Employee matter |
| 14,001.38 | Border States | Inventory, transformer & UG maintenance |
| 281.05 | Brooks Tractor | Mini backhoe maintenance |
| 623.41 | Cintas Corporation | Uniforms |
| 276.00 | CJ's Lawn & Snow Services, Inc. | Lawn maintenance |
| 76.61 | Clemens, Robert | Refund |
| 6,729.48 | Core & Main | Water meters & maintenance of mains |
| 502.00 | Coverall North American, Inc. | Cleaning service |
| 3,409.66 | Crescent Electric | Inventory, W.O. materials, UG & street light maint. |
| 1,537.00 | Dawes Rigging & Crane Rental | Unload transformers |
| 1,873.48 | Delta Dental | Monthly dental insurance premiums |
| 112.42 | Dish Network * | Monthly service |
| 41,505.92 | EFTPS * | 941 taxes |
| 11,880.00 | Empower Retirement * | Deferred Compensation & Roth |
| 1,715.65 | Exxon Mobil * | Gasoline for trucks |
| 478.70 | Feller, Robert | Project closeout - refund of deposit |
| 190.71 | Frederick, Justin | Project closeout - refund of deposit |
| 58,365.68 | Fresco, Inc. | Poles and fixtures |
| 9,501.00 | GLS Utility, LLC | Locating services |
| 150.00 | Hatch Building Supply | Asphalt repairs |
| 207.71 | Hinz, Tina | Refund |
| 3,033.31 | Infosend, Inc. | Billing costs |
| 1,673.00 | Interstate Power Systems | Lift station maintenance |
| 10,194.00 | J & R Underground | Boring work done at Hillcrest & Uniek Drives |

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|--------------|------------------------------------|---|
| 2,874.20 | Martelle Water Treatment | Chemicals for wells |
| 1,928.00 | McCanns Rooter Sewer & Drain, Inc. | Repair infiltration in manhole |
| 4,831.00 | MEUW | Workshop reg. and line worker training program fees |
| 238.47 | MG & E | Boosters, wells, service building & lift stations |
| 2,925.00 | Midwest Testing | Meter testing |
| 2,290.95 | Minuteman Press | Bill stuffers |
| 37.37 | NAPA Auto Parts | Truck parts/supplies |
| 2,998.01 | Nord Gear Corp. | Refund on deposit |
| 660.00 | Northern Lake Service, Inc. | Water testing |
| 1,500.00 | North Shore Bank * | Deferred Compensation |
| 104,288.70 | Payroll* | 8/28, 9/11 & 9/25 |
| 117.26 | Pepsi Madison | Soda for machine |
| 32.68 | Piggly Wiggly | Office supplies |
| 605.00 | Pinnacle Landscaping, Inc. | Street repairs |
| 142.95 | Pitney Bowes | Equipment rental |
| 251.18 | Prime Mechanical of WI, LLC | Building maintenance |
| 18,453.59 | Quartz Health Benefit Plans * | Health insurance premiums |
| 77.97 | Rehbein, Michael & Michelle | Refund |
| 30,388.51 | Resco | Inventory & transformer |
| 2,000.00 | Reserve Account | Postage for machine |
| 617.99 | Rhyme Business Products | Monthly lease payment & usage charges |
| 1,838.00 | Ruekert & Mielke, Inc. | I/I study |
| 60.00 | Schwab Stump Grinding, LLC | Stump removal for water repair project |
| 63.25 | Schwenn, Tyler | Mileage reimbursement |
| 641.89 | Securian Financial Group * | Life insurance premiums |
| 4,391.73 | SEERA c/o Wipfli, LLP | Focus program fee for August |
| 84.00 | Stafford Rosenbaum, LLP | General corporate & water tower improvements |
| 2,599.87 | SBank of CP/Credit card payment * | School expenses, office supplies, training registrations, Zoom for commission meetings, tools, building maint. |
| 317.68 | Steel Surgeon, LLC | Truck maintenance |
| 500.00 | Steinle, William | Refund |
| 607.38 | Strand Associates | Booster station modifications & SCADA maintenance |
| 4,773.00 | Stuart C. Irby | Inventory & street light maintenance |
| 107.44 | Styles by Dave | Refund |
| 27.48 | Sweet, Laurie | Refund |
| 106.35 | T A S Communications | Answering service |
| 969.06 | TDS Telecom * | Monthly phone & modem service |
| 171.35 | Trace, Sam | Mileage reimbursement |
| 491.04 | USABlueBook | Maintenance of chemical pumps |
| 371.25 | U.S. Cellular * | Monthly cell phone service |
| 141,851.90 | Village of Waunakee | Flexplan, refuse/Aug., electric & water taxes and re-bills for: mechanic, Ehlers, SSM and Alere |
| 675.00 | Waunakee Area Chamber of Commerce* | Chamber event |
| 199.23 | Weaver Auto Parts | UG, truck & well maintenance |
| 295.00 | Wil-Kil Pest Control | Pest control |
| 68,523.49 | WI Dept. of Revenue * | State & sales taxes paid |
| 1,133,818.28 | WPPI Energy | August power bill |
| 5,640.13 | WPPI Energy | Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, WPPI WAN, |

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| | | cyber security, shared meter technician, meter data collection & mgmt., Verizon charges, low-income administrative service fee & retail billing services |
| 16,211.41 | WI Retirement System * | Retirement - August |
| 585.00 | WI Rural Water Association | Membership renewal |
| 26.00 | WI State Lab of Hygiene | Water samples |
| 495.56 | Yahara Materials, Inc. | OH & UG maintenance |
| 2,000.00 | Zoe's Pizzeria | EV charger reimbursement |

Bills Received Subsequent to Packet Delivery

| | | |
|-----------|--------------------------------|--|
| 1,111.86 | Border States | UG maintenance |
| 60.12 | Capital City Cleaning & Supply | Office/shop supplies |
| 112.42 | Dish Network * | Monthly service |
| 3,093.71 | Infosend, Inc. | Billing costs |
| 33,532.00 | J & R Underground | Boring work at Uniek Dr., Hogan Rd. & Kay & Holiday |
| 60.00 | Register of Deeds * | Record documents for Hellenbrand Road |
| 4,080.00 | Ruekert & Mielke, Inc. | Sewer main replacement analysis |
| 39,536.38 | Stuart C Irby Co. | Inventory and UG & street light maintenance |
| 12,220.26 | Village of Waunakee | Rebills for: Dean, flexplan, mechanic, human resource services and Payne & Dolan |

\$ 1,828,482.89

October Bills

| Total | Vendor | Description |
|--------------|-----------------------------------|---|
| \$ 221.04 | Ace Hardware | Miscellaneous parts/supplies |
| 429.00 | Adams Publishing Group | Thermostat ad |
| 52,049.50 | Allen, L.W. | Chopper pumps for lift stations |
| 27,954.50 | Bergstrom * | New water vehicle |
| 9,574.56 | Border States | Inventory & PPE |
| 1,712.69 | CCP Industries | PPE |
| 359.01 | Cintas Corporation | Uniforms |
| 22,080.00 | Core & Main | AMI water meters |
| 502.00 | Coverall North American, Inc. | Cleaning service |
| 310.90 | Crescent Electric | UG maintenance & AMI costs |
| 1,873.48 | Delta Dental | Monthly dental insurance premiums |
| 26,586.73 | EFTPS * | 941 taxes |
| 7,920.00 | Empower Retirement * | Deferred Compensation & Roth |
| 1,524.64 | Exxon Mobil * | Gasoline for trucks |
| 250.00 | Gardner, Brian | Electric vehicle charger initiative |
| 8,459.50 | GLS Utility, LLC | Locating services |
| 191.25 | Hinton, Robert & Danielle | Refund |
| 2,954.04 | Infosend, Inc. | Billing costs |
| 957.27 | Itron, Inc. | Meter reading equipment maintenance |
| 3,250.00 | MacQueen Equipment | Vac truck maintenance |
| 4,137.53 | Madison Investments | Quarterly management fee |
| 650.00 | Medivan, Inc. | Hearing tests |
| 6,487.50 | MEUW | Regional safety program & class registration |
| 276.77 | MG & E | Boosters, wells, service building & lift stations |
| 150.00 | Monona Plumbing & Fire Protection | Quarterly fire sprinkler inspection |
| 27.18 | NAPA Auto Parts | Truck parts/supplies |
| 1,000.00 | North Shore Bank * | Deferred Compensation |

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|------------|-----------------------------------|--|
| 459.23 | Olds, Benjamin | Refund |
| 1,211.63 | Payne & Dolan, Inc. | Water main & valve box patching |
| 87,391.35 | Payroll* | 10/9 & 10/23 |
| 31.65 | Pepsi Madison | Equipment rental |
| 310.00 | Pomp's Tire Service, Inc. | Mini backhoe trailer tires |
| 441.00 | Power System Engineering | Electric mapping expense |
| 15,201.99 | Public Service Commission * | Gross intrastate operating revenues assessment |
| 18,453.59 | Quartz Health Benefit Plans Corp. | Monthly health insurance premiums |
| 723.86 | Securian Financial Group * | Life insurance premiums |
| 4,338.12 | SEERA c/o Wipfli, LLP | Focus program fee for September |
| 732.65 | Stafford Rosenbaum | Legal: Verizon lease & general corporate |
| 1,864.46 | SBank of CP/Credit card payment * | Forklift and shop maintenance, employee training, registration fees, UG maint., seminar registration, well maint., Zoom meeting expense, water meter maintenance, schooling |
| 4,803.14 | Strand Associates, Inc. | Lex. booster project, assistance with large customer |
| 470.00 | Suttle Straus | Envelopes |
| 178.71 | Swanson, Michelle | Refund |
| 157.14 | T A S Communications * | Answering service |
| 969.83 | TDS Telecom * | Monthly phone & modem service |
| 177.68 | Trace, Sam | Mileage reimbursement |
| 41.00 | Tri-County Paving | W.O. materials |
| 149.82 | The UPS Store | Shipping charges for bill stuffers and office supplies |
| 29.98 | USABlueBook | Water samples |
| 371.25 | U.S. Cellular * | Monthly cell phone service |
| 234.00 | U.S. Postal Service * | Box fee |
| 138,306.23 | Village of Waunakee | Flexplan, refuse/Sept. & electric and water taxes |
| 46.95 | Waunakee Tribune | Subscription renewal |
| 104.82 | Weaver Auto Parts | Truck & well maintenance |
| 135.65 | Westphal, Corey | Refund |
| 45.00 | Wil-Kil Pest Control | Pest control |
| 49,581.32 | WI Dept. of Revenue * | State & sales taxes paid |
| 12,283.59 | WI Dept. of Revenue | Gross revenue license fee |
| 853,053.64 | WPPI Energy | September power bill |
| 5,717.19 | 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 |
| 15,258.82 | WI Retirement System * | Retirement - September |
| 26.00 | WI State Lab of Hygiene | Water samples |

Bills Received Subsequent to Packet Delivery

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|----|----------|------------------------------|----------------------------------|
| \$ | 254.70 | AFLAC | Monthly premiums |
| | 64.20 | Arlington Hardware Co., Inc. | Maintenance of water services |
| | 6,351.23 | Border States | Inventory and UG maintenance |
| | 119.67 | Cintas Corporation | Uniforms |
| | 1,866.56 | Crescent Electric | UG & sewer maintenance |
| | 112.42 | Dish Network * | Monthly service |
| | 519.00 | EFTPS * | 941 taxes for commission payroll |

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|-------------------------------|------------------------------|--|
| 24,217.00 | Energis Holdings, LLC | Substation maintenance |
| 4,468.00 | J & R Underground | Boring work at Schumacher Road |
| 475,853.61 | Madison Metro Sewerage Dist. | 3rd Qtr. Serv. - Village \$379,315.11, SPL \$96,538.50 |
| 902.91 | Resco | UG maintenance |
| 526.76 | Rhyme Business Products | Monthly lease payment & usage charges |
| 2,134.31 | Utility Sales and Service | Annual truck inspections |
| 500.00 | Waunakee Rotary Club | Holiday lights display ad |
| 20.20 | Weaver Auto Parts | Truck maintenance |
| 5,688.59 | WINCH, LLC | New winch for pulling wire |
| 617.56 | Yahara Materials, Inc. | W.O. materials |
| <u>\$ 1,919,407.10</u> | | |

Motion carried.

Public Comment

There was no public comment.

Sale of Electric Facilities and Transfer of Customers to Wisconsin Power and Light

The commission discussed a recommendation to sell certain electric facilities and transfer five customers to Wisconsin Power & Light (WP&L) due to the cost involved in extending a requested three-phase line to the area and considering these customers are outside the perimeter of the territory boundary. These customers are on Schumacher Road north of Cuba Valley Road.

The facilities are proposed to be sold at reproduction costs less depreciation. Approval of the sale and transfer of customers will be needed from the Public Service Commission.

A motion was made by Chris Zellner and seconded by Steve Kraus to move forward with the sale of the electric facilities and customer transfers provided the final terms of the sale are brought back to the commission at a later meeting and that all customers involved be notified of the potential transfer as the rates charged by WP&L will likely be higher than the rates they are currently being charged. Motion carried.

Martin Luther King Jr. Day

The commission discussed a staff recommendation to add Martin Luther King Jr. Day as an official holiday recognized by the utility.

A motion was made by Paul Endres and seconded by Shirley Nelson to approve making Martin Luther King Jr. Day an official holiday and to update the employee handbook to reflect this change. Motion carried.

2021 Capital Budget and Proposal for Engineering Services Related to the Repairs and Repainting of the Frank H Water Tower

The 2021-2025 capital budget was presented and discussed. The main focus of the budget is to continue to maintain system reliability and provide adequate capacity for growth.

A proposal from Strand was also presented for engineering services related to repainting the Frank H Water Tower for an amount not to exceed \$37,500.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the 2021-2025 capital budget and the proposal for engineering services related to the Frank H Water Tower project. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update. 6,486 electric meters have been installed and 3,368 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.

General Manager's Report

The general manager discussed the efforts to collect past-due miscellaneous accounts receivables, the 105th anniversary of the utility, and the 35th anniversary for Dave Dresen at the utility.

Financial Statements

The September 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