

Waunakee Utilities Commission Meeting
October 28, 2019

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

Absent: Gary Herzberg

Others Present: Tim Herlitzka Randy Dorn

John Roessler called the regular meeting of the Waunakee Utilities Commission to order at the Waunakee Utilities facility at 322 Moravian Valley Road.

Minutes

Moved by John Roessler, seconded by Paul Endres, to approve the minutes of the September 23, 2019 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. Moved by Chris Zellner, seconded by Shirley Nelson, to approve payment of the following bills:

| Total | Vendor | Description |
|--------------|--------------------------------|---|
| \$ 89.68 | Ace Hardware | Miscellaneous parts/supplies |
| 179.10 | AFLAC * | Monthly premiums |
| 629.22 | Arlington Hardware Co., Inc. | Water tower & shop maintenance |
| 202.42 | Attoe, Steve | Mileage reimbursement |
| 402.62 | Bernards, Edward & Amy | Refund |
| 1,826.50 | Boardman Clark | Legal: Charter/Spectrum lease & WPL acquisition |
| 1,836.00 | Border States | URD maintenance |
| 81.85 | BP * | Gasoline for trucks |
| 61.81 | Capital City Cleaning & Supply | Shop/office supplies |
| 220.16 | Cintas Corporation | Uniforms |
| 8,188.88 | Core & Main | Water meters |
| 502.00 | Coverall North American, Inc. | Cleaning service |
| 10,036.00 | Crescent Electric | Inventory |
| 37.28 | David's Certified Auto Repair | Truck maintenance |
| 1,724.53 | Delta Dental | Monthly dental ins. premiums |
| 107.17 | Dish Network * | Monthly service |
| 39,248.24 | EFTPS * | 941 taxes |
| 10,367.28 | Empower Retirement * | Deferred Compensation & Roth |
| 1,704.22 | Exxon Mobil * | Gasoline for trucks |
| 264.66 | Global Equipment Co., Inc. | Transformer maintenance |
| 250.00 | Grosse, Brandon | EV fast charger rebate |
| 45,000.00 | Honeywell | Water & sewer AMI meters |
| 2,604.88 | Infosend | Billing costs |
| 911.70 | Itron, Inc. | Meter reading equipment maintenance |
| 163.97 | Jet Vac Environmental | Sewer camera maintenance |
| 11,455.75 | J & R Underground | Boring work done on Easy St., N. Century Ave., South St. and Endres Rd. |
| 220.26 | Karls, Dana | Mileage & expense reimbursement |
| 61.27 | Kokesh, Brad & Christine | Refund |
| 295.85 | LaLande, Joshua & Kayla | Refund |
| 141.17 | Long, Bernard & Diana | Refund |

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|------------|-----------------------------------|--|
| 197.32 | MacQueen Equipment | Vac truck maintenance |
| 422,391.82 | Madison Metro Sewerage Dist. | 3rd Qtr. Serv. - Village \$330,205.68, SPL \$92,186.14 |
| 500.00 | Maier, Keith | Reimbursement for damage caused during change-over |
| 4,340.33 | Madison Investment Advisors, Inc. | Quarterly management fee |
| 604.00 | Medivan, Inc. | Hearing testing for employees |
| 6,401.70 | MEUW | Regional safety program & mgmt. training session |
| 283.41 | MG & E | Boosters, wells, service building & lift stations |
| 3,024.00 | Michels Corporation * | Boring work done at 1204 Woodbridge Trail |
| 81.50 | Minuteman Press | Door hangers |
| 221.03 | Musielewicz, Daniel & Annette | Refund |
| 297.13 | NAPA Auto Parts | Truck & lift station maintenance |
| 730.00 | North Shore Bank * | Deferred Compensation |
| 365.00 | North Shore Bank | Deferred Compensation |
| 117,268.54 | Payroll* | 9/27, 10/11, 10/25 & commission payroll |
| 31.65 | Pepsi Madison | Equipment rental |
| 95.00 | Power System Engineering, Inc. | Mapping expense - electric |
| 14,314.71 | Public Service Commission * | Utility advance assessment |
| 945.02 | Public Service Commission | WP & L customer transfer |
| 16,011.42 | Quartz Health Benefit Plans Corp. | Monthly health insurance premiums |
| 60.00 | Register of Deeds * | Easement |
| 478.49 | Resco | URD maintenance |
| 1,469.88 | RG Heating & A/C, Inc. | Boiler maintenance |
| 639.66 | Securian Financial Group * | Life insurance premiums |
| 3,946.66 | SEERA c/o Wipfli, LLP | Focus program fee for September |
| 3,038.89 | SBank of CP/Credit card payment * | Conference and hotel expenses, office supplies, school expenses, gas for truck, workshop registrations, truck & generator maintenance, tool, computer exp., parking exp. & office expenses |
| 12,243.04 | Strand Associates, Inc. | SCADA project |
| 3,632.96 | Stuart C Irby Co. | Inventory |
| 179.48 | T.A.S. Communications, Inc. | Answering service |
| 1,023.11 | TDS Telecom * | Monthly phone & modem service |
| 277.24 | Trace, Sam | Mileage reimbursement |
| 4,000.00 | United Paving | Maintenance of water mains |
| 438.46 | Unite Utility | Refund |
| 35.59 | UPS Store | Shipping charges for sewer camera |
| 452.14 | U.S. Cellular * | Monthly cell phone service |
| 194.00 | U.S. Postal Service * | Box service fee |
| 157.60 | Utility Sales & Service | Truck maintenance |
| 143,960.47 | Village of Waunakee | Flexplan, refuse/Sept. and electric & water taxes |
| 275.00 | Waunakee Rotary Foundation | Rotary lights program support |
| 119.04 | Weaver Auto Parts | Truck & hydrant supplies |
| 51,576.69 | WI Dept. of Revenue * | State & sales taxes paid |
| 12,088.86 | WI Dept. of Revenue | Gross revenue license fee |
| 871,635.76 | WPPI Energy | September power bill |
| 4,535.02 | 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 and computer maintenance |
| 14,298.15 | WI Retirement System * | Retirement - September |
| 26.00 | WI State Lab of Hygiene | Water samples |

Bills Received Subsequent to Packet Delivery

| | | |
|--------|-------|------------------|
| 227.58 | AFLAC | Monthly premiums |
|--------|-------|------------------|

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| 49,659.63 | Alliant Energy | Customer transfer |
| 14,780.03 | Border States | Inventory |
| 61.26 | Cintas Corporation | Uniforms |
| 2,019.52 | Crescent Electric | UG maintenance & inventory |
| 107.17 | Dish Network | Monthly service |
| 477.48 | Electrical Testing Lab | PPE testing |
| 15,690.00 | GLS Utility, LLC | Locating services |
| 79.00 | Herlitzka, Tim | Mileage reimbursement |
| 429.00 | Hometown News | Smart thermostat ad |
| 2,634.61 | Jet Vac Environmental | Sewer camera maintenance |
| 1,588.54 | Madison Metro Sewerage Dist. | Lab samples from SPL |
| 298.38 | Mid-State Technical College | Meter tech apprenticeship |
| 477.82 | Minuteman Press | Bill stuffer & business cards |
| 868.99 | Resco | PPE & UG maintenance |
| 515.07 | Rhyme Business Products | Monthly lease payment & usage charges |
| 369.39 | USA BlueBook | Water meter expense |
| 65.14 | Utility Sales & Service | Truck maintenance |
| 48,413.41 | Village of Waunakee | Re-bills for: Ins., flexplan, picnic lunch, BRS Radiator Machine & Raymond Carttell |
| \$ 1,996,462.26 | | |

Motion carried.

Public Comment

There was no public comment.

Capital Budget and Proposal for Engineering Services for the Well 3 Reservoir Roof Project

The commission discussed the 2020-2024 capital budget, including the replacement of the vacuum truck. After a discussion, a motion was made by John Roessler and seconded by Steve Kraus to include the replacement of the vacuum truck in the 2020 budget. Motion failed on a 1-5 vote.

The commission also discussed replacement of the Well 3 Reservoir roof. An engineering proposal from Strand for an amount not to exceed \$17,500 was received and an engineering proposal from Dixon for an amount not to exceed \$16,000 was received.

After a discussion, a motion was made by Steve Kraus and seconded by Paul Endres to approve the capital budget and the Dixon proposal. Motion carried.

Health Insurance Plan Offering for 2020

Village HR staff recently worked with our insurance broker to solicit health insurance proposals for 2020 and the village board recently approved a proposal that keeps the same coverage from Quartz, with no change to the HSA contribution to employees, a 7.96% premium increase for 2020, and an 8.9% premium cap for 2021.

The 2020 cost increase to the utility is estimated to be \$15,117, a 5.65% increase.

After a discussion, a motion was made by Chris Zellner and seconded by Shirley Nelson to approve the Quartz proposal. Motion carried.

Demonstration of New Water and Sewer SCADA System

The commission was provided a brief overview of the new SCADA system.

Advanced Metering Infrastructure Project

The commission was provided a project update. 3,824 electric meters have been installed and 1,651 water units are now in service.

Village-Wide Construction Projects

Utility staff provided information about several new projects in the village.

Operations Report

Various operations topics were discussed.

General Manager's Report

The general manager discussed recent news regarding PFAS and the testing done by the utility in the past which did not detect any in the water samples taken, and a recent meeting with the Chief Engineer and Director of the Madison Metropolitan Sewerage District.

Financial Statements

The September financial statements were discussed. Consolidated operating income is under budget for the year, primarily due to electric utility operating results.

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

Respectfully submitted: _____
Commission Secretary