

Waunakee Utilities Commission Meeting November 22, 2021

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

Others Present: Tim Herlitzka Randy Dorn

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

Minutes

A motion was made by John Roessler and seconded by Gary Herzberg to approve the minutes of the October 25, 2021 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$800.41	Adams Publishing Group	Low income energy assistance ads
254.70	AFLAC *	Monthly premiums
140.16	Airgas USA, LLC	Substation maintenance
658.06	Allen, L.W., LLC	Well maintenance
195.02	Auto Value Waunakee	Vac truck & truck #29 maintenance
3,137.42	Border States	Inventory and OH & UG maintenance
122.08	Buschke, Bailey	Mileage reimbursement
501.36	Cintas Corporation	Uniforms
41.70	Core & Main	Water inventory
502.00	Coverall North American, Inc.	Cleaning service
1,690.99	Delta Dental	Monthly dental insurance premiums
120.24	D'Orazio Cleaning Supply, LLC	Shop/office supplies
26,903.67	EFTPS *	941 taxes
7,430.00	Empower Retirement *	Deferred Compensation & Roth
2,180.78	Exxon Mobil *	Gasoline for trucks
13,985.65	Forster Electrical Engineering, Inc.	Electrical system study
6,600.00	GLS Utility, LLC	Locating services
3,202.87	Infosend	Billing costs
349.46	JFTCO, Inc.	Equipment maintenance
120.00	Mac Tools	Curb box tool
4,020.00	Midwest Testing	2021 water meter testing
150.00	Monona Plumbing & Fire Protection	Quarterly fire sprinkler inspection
65.63	Noltner, Kim	Mileage reimbursement
180.00	North American Mechanical, Inc.	Building maintenance
384.80	Northern Lake Service, Inc.	Water samples for Octopi
151.00	Northern Lake Service, Inc.	4th quarter water samples
1,100.00	North Shore Bank *	Deferred Compensation
447.22	Office Depot	Office/shop supplies
68,196.91	Payroll*	11/5 & 11/19
31.65	Pepsi Madison	Equipment rental

10.83	Piggly Wiggly	Office expenses	
170.00	Pinnacle Landscaping, Inc.	URD maintenance	
775.00	QTI Consulting, Inc.	Market salary analysis	
54,099.90	Resco	Transformers and UG & transformer maintenance	
1,000.00	Reserve Account	Postage for machine	
544.09	Rhyme Business Products *	Monthly lease payment & usage charges	
776.32	Securian Financial Group *	Life insurance premiums	
4,442.71	SEERA c/o Wipfli, LLP	October Focus on Energy program fees	
5,263.90	State Bank of CP/Credit card payment *	Shop maintenance, oil for vehicles, soda for machine, water meter clips, school expenses, hotel expense, PPE, water meter supplies, lawnmower for give-away, tablet supplies and office supplies	
2,817.53	Strand Associates, Inc.	Verleen Ave. tank repainting	
57,287.16	Stuart C Irby Co.	Electric inventory, transformers & UG maintenance	
149.86	T A S Communications *	Answering service	
972.19	TDS Telecom *	Monthly phone & modem service	
78.00	Tri-County Paving	Water lateral leak	
662.81	The UPS Store	Shipping charges for water samples & bill stuffers	
139.07	USA BlueBook	Marking paint	
391.75	U.S. Cellular *	Monthly cell phone service	
204,748.08	Village of Waunakee	Flexplan, refuse/Oct., electric and water taxes and re-bills for: Mechanic, Wolf Paving, insurance, Ehlers and Shell fuel charge	
21,684.70	WI Dept. of Revenue *	State & sales taxes paid	
830,326.94	WPPI Energy	October power bill	
6,361.41	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 & monitoring, member network support, member/WPPI WAN and Verizon charges	
15,555.39	WI Retirement System *	Retirement - October	
52.00	WI State Lab of Hygiene	Water samples	
590.00	Wisconsin Utility Suppliers Assoc.	Management training program registrations	
489.67	Yahara Materials, Inc.	Water lateral leaks	
1,315.00	Yeske Construction Co., Inc.	Maintenance of water services	
<i>Bills Received Subsequent to Packed Delivery</i>			
\$	49.90	Auto Value Waunakee	Truck parts
54,711.10	Badger Specialty Coatings and Construction	Well #3 Reservoir roof lining project	
125.34	Cintas Corporation	Uniforms	
158.82	Crescent Electric	URD maintenance	
531.23	Gallina Management, Inc.	Refund	
8,000.00	General Engineering Company	Cross connection inspection services	
44.52	Havenor, Casey	Refund	
166.00	Herlitzka, Tim	Mileage reimbursement	
310.00	Honeywell	Metering	
4,015.53	Infosend	Billing costs	
19,040.00	J & R Underground	Boring work done on Uniek Dr. & Moravian Valley	
1,240.00	MEUW	Electric Operations Conference registrations	
681.31	MG & E	Boosters, wells, service building & lift stations	
307.92	Mid-State Technical College	Training	

96.20	Northern Lake Service, Inc.	Water samples (Octopi)
155.40	Pepsi Madison	Soda for machine
19,264.62	Quartz Health Benefit Plans	Monthly health insurance premiums
207.65	Rake, Diane	Refunds
1,015.26	RapidView, LLC	Sewer camera repairs
223.21	Reible, Francis	Refunds
315.00	Stafford Rosenbaum	Legal: Sewer billing matter
125.22	Stedman, Che	Refund
3,876.00	Stuart C Irby Co.	Street light & URD maintenance
725.00	UHP Home Warranty	Refund
156.36	Veridian Homes, LLC	Refunds
92.74	Willers, Jeff	Refund
70.00	WI Dept. of Natural Resources	Operator certification
<u>\$1,470,072.42</u>		

Motion carried.

Public Comment

There was no public comment.

Sewer Rate Analysis

The results of a sewer rate analysis were presented to the commission. Utility staff are recommending that rates remain unchanged for 2022.

After a discussion, the commission indicated consensus to keep the current rates the same into 2022 at this time.

2022 Health Insurance Costs

The commission was informed about the health insurance cost increases for 2022. The overall cost increase to the utility is estimated to be 4.07%, or \$12,094. The employee portion of the premium will increase from 5% to 12%.

2022 Budget

The 2022 budget was presented.

After a discussion of various items contained in the budget, a motion was made by John Roessler and seconded by Shirley Nelson to approve the 2022 budget. Motion carried.

Compensation Committee Appointments

John Roessler and Paul Endres volunteered to be members of the committee.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,524 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.

General Manager's Report

No updates were provided this month.

Financial Statements

The financial statements were reviewed.

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

Respectfully submitted: _____
Commission Secretary