

**Waunakee Utilities Commission Meeting**  
**November 25, 2019**

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

**Absent:** Roxanne Johnson

**Others Present:** Tim Herlitzka                      Dave Dresen                      John McLain  
 Michael Mucha

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 Chris Zellner, seconded by Shirley Nelson, to approve the minutes of the October 28, 2019 Utilities Commission meeting. Motion carried.

**Bills**

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

<b>Total</b>	<b>Vendor</b>	<b>Description</b>
\$ 215.52	Ace Hardware	Miscellaneous parts/supplies
4,880.00	Ageless Concrete, LLC	Concrete repairs for lateral leaks
1,355.77	Border States	URD tools
72.96	BP *	Gasoline for trucks
65.78	Brockmann, Lloyd	Refund
147.54	Capital City Cleaning & Supply	Shop/office supplies
220.16	Cintas Corporation	Uniforms
1,143.49	Core & Main	Water meter
502.00	Coverall North American, Inc.	Cleaning service
200.43	Crescent Electric	URD maintenance
10,374.50	CTW Corporation	Well #5 pump maintenance
1,724.53	Delta Dental	Monthly dental ins. premiums
19.94	Dorn, Randy	Expense reimbursement
20.00	Eakin, Cora	Refund
26,165.32	EFTPS *	941 taxes
468.50	Electrical Testing Lab	PPE
6,911.52	Empower Retirement *	Deferred Compensation & Roth
1,633.13	Exxon Mobil *	Gasoline for trucks
21.85	Ganser Construction	Refund
11,683.25	GLS Utility, LLC	Locating services
475.60	Hartman, Steven	Mileage reimbursement
349.00	Hometown News	Energy-saving ad
5,975.74	Infosend	Billing costs (2 mos.)
14.73	Karls, Dana	Mileage reimbursement
37.20	Kerry Ingredients & Flavours	Refund
105.00	Krause Power Engineering	Nord Fire Service project

4,255.90	Lakeside International, LLC	Truck maintenance
644.07	MG & E	Boosters, wells, service building & lift stations
604.92	Minuteman Press	Bill stuffer
96.50	NAPA Auto Parts	Truck maintenance
365.00	North Shore Bank *	Deferred Compensation
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66,175.08	Payroll*	11/8 & 11/22
175.42	Piggly Wiggly	Office expenses
16,011.42	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
30,361.72	Resco	URD maintenance, transformers & inventory
2,000.00	Reserve Account *	Postage for machine
180.94	Ripp, Scott & Dawn	Refund
365.75	Ruekert & Mielke, Inc.	Mapping expense
165.87	Schmucker, Marsha & Steve	Refund
639.66	Securian Financial Group *	Life insurance premiums
3,908.76	SEERA c/o Wipfli, LLP	Focus program fee for October
2,888.44	SBank of CP/Credit card payment *	Lineman books, training expenses, meter school expenses, shipping to return meters, well supplies, software license, office supplies, tools
50.00	State Farm Insurance *	Notary renewal
21.29	Statz, Carl F.	Truck maintenance
11,548.36	Strand Associates, Inc.	SCADA project
17,576.58	Stuart C Irby Co.	Inventory & OH maintenance
159.20	T.A.S. Communications, Inc. *	Answering service
979.32	TDS Telecom *	Monthly phone & modem service
146.95	Tyndale Company, Inc.	PPE
110.92	UPS Store	Shipping charges for chemical pump & bill stuffers
549.51	U.S. Cellular *	Monthly cell phone service
2,276.31	Utility Sales & Service	Truck maintenance
143,994.54	Village of Waunakee	Flexplan, refuse/Oct., electric & water taxes and re-bills for: Mechanic
23.30	Weaver Auto Parts	Truck supplies
45.00	Wil-Kil Pest Control	Pest control
18,672.13	WI Dept. of Revenue *	State & sales taxes paid
646,873.41	WPPI Energy	October power bill
14,573.99	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
14,119.07	WI Retirement System *	Retirement - October
26.00	WI State Lab of Hygiene	Water samples

***Bills Received Subsequent to Packet Delivery***

\$	227.58	AFLAC	Monthly premiums
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150,045.60	L.W. Allen, LLC	SCADA system upgrade
61.09	Border States	Inventory
107.17	Dish Network	Monthly service
307.60	Fastenal Company	AMI meters
22,356.00	J & R Underground	Boring work for various projects
3,176.80	Martelle Water Treatment	Chemicals for wells
1,347.49	RG Heating & Air Conditioning	Building maintenance
3,659.00	Stuart C Irby Co.	Inventory & street light maintenance
125.00	Town of Springfield	Road excavation permit
60.18	USA BlueBook	Water fluoroide test
3,958.76	Wesco	Inventory & metering
<b>\$ 1,261,166.06</b>		

Motion carried.

**Public Comment**

There was no public comment.

**Presentation from Madison Metropolitan Sewerage District Regarding Treatment Cost Increases**

Michael Mucha, the Madison Metropolitan Sewerage District Director and Chief engineer, provided information about past and future cost increases. Large capital expenditures due to aging infrastructure and the costs associated with increasing regulation are the two main reasons for the increases.

**Sewer Rate Adjustment**

A review of the adequacy of sewer rates indicates a 11.9% increase is needed for 2020. The primary reasons for the increase are an 11% (\$181,500) increase in wastewater treatment charges, and proposed increased funding of \$6,000 per month for the replacement of the vacuum truck. The average residential customer will see an increase of \$4.60 per month. The impact on other customers will vary depending on their meter size and usage.

All sewer rate changes must be approved by the village board.

After a discussion, a motion was made by John Roessler and seconded by Steve Kraus to approve a recommendation to the village board to adjust sewer rates effective January 1, 2020. Motion carried.

**2020 Budget**

The 2020 budget was presented.

After a discussion of the budget details, a motion was made by Gary Herzberg and seconded by Paul Endres to approve the 2020 Budget. Motion carried.

**Compensation Committee Appointments**

The commission decided to have Chris Zellner, Paul Endres, and Caitlin Stene join the general manager on the committee.

## **Sale of Overhead Electric Line to American Transmission Company**

A tentative agreement has been reached with the American Transmission Company (ATC) regarding the sale of the 69kV line with the following general terms:

- Sale price of \$101,667
- Ability to keep the current utility-owned underbuild on the line in the future at no charge
- No tree trimming responsibility for the utility
- Reimbursement of some or all legal costs

The final decision on whether or not to sell or retain the line lies with the village board and a proposed board resolution was presented that states this line is no longer necessary nor useful in the operation of the utility and that the village board president is given authority to enter into, execute, deliver all agreements and documents, and take any other necessary action to complete this transaction.

After a discussion, a motion was made by Steve Kraus and seconded by Shirley Nelson to approve a recommendation to the village board to sell the line to ATC and indicate support for the resolution since the utility does not have the equipment needed to maintain the line. Motion carried.

## **Vegetation Management and Trenching and Tunneling Near Trees Policies**

Vegetation Management and Trenching and Tunneling Near Trees policies were presented.

The Vegetation Management policy is proposed because vegetation oftentimes interferes with utility operations and this helps outline the actions for trimming trees and other vegetation to ensure safe, reliable, service to customers.

The Trenching and Tunneling Near Trees policy is proposed to ensure utility work around trees is done in a way to help tree growth and lifespan.

After a discussion, a motion was made by Chris Zellner and seconded by Paul Endres to approve the policies. Motion carried.

## **December Meeting Date**

There was consensus to move the December meeting to Thursday the 19<sup>th</sup> due to a scheduling conflict.

## **Advanced Metering Infrastructure Project**

The commission was provided a project update. 3,829 electric meters have been installed and 1,717 water units are now in service.

## **Village-Wide Construction Projects**

Utility staff provided information about the new Kwik Trip site and the proposed Veridian development.

## **Operations Report**

Various operations topics were discussed.

## **General Manager's Report**

The general manager reported that the fire department indicated there is no PFOA or PFOS in the foam they currently use for firefighting.

**Financial Statements**

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

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

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