

## Waunakee Utilities Commission Meeting November 26, 2018

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

**Others Present:** Tim Herlitzka Dave Dresen 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 Sam Ballweg, seconded by Steve Kraus, to approve the minutes of the October 22, 2018 Utilities Commission meeting. Motion carried.

### Bills

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

Total	Vendor	Description
\$ 277.60	Ace Hardware	Miscellaneous parts/supplies
179.10	AFLAC *	Monthly premiums
1,281.98	Allen, L.W.	Well & tower maintenance
170,235.01	Alliant Energy/WP & L *	Electric facilities for customer transfer
1,890.87	Border States	OH & hydrant maintenance
208.04	BP *	Gasoline for trucks
102.04	Castle Crest, LLC	Refund
275.20	Cintas Corporation	Uniforms
2,993.00	Core & Main	Inventory, hydrant & sewer main maintenance
502.00	Coverall North American, Inc.	Cleaning service
5,319.62	Crescent Electric	Inventory, street light, transformer, well & building maintenance
21.88	Dane Lumber & Home Center, Inc.	Building maintenance
1,620.84	Delta Dental	Monthly dental insurance premiums
101.92	Dish Network *	Monthly service
1,200.00	Dixon Engineering, Inc.	Air gap replacement for Frank H Tower
86.11	Dorn, Randy	Mileage reimbursement
314.64	DRS, Ltd.	Maintenance of mains
24,481.89	EFTPS *	941 taxes
6,410.28	Empower Retirement *	Deferred Compensation & Roth
2,596.94	Exxon Mobil *	Gasoline for trucks
180.00	F & F Properties, LLP	Refund
46.37	Heartland Waunakee, LLC	Refund
337.00	Hometown News	Newspaper ad
117,828.00	Honeywell/Elster Solutions	AMI conversion
4,346.00	J & R Underground	Boring work done at Hellenbrand & Hogan Roads
41.52	Karls, Dana	Mileage reimbursement
126.62	Kearney Meadows Associates	Refund
80.08	Lakeside International, LLC	Truck maintenance
67.87	Meffert Oil Co.	Gasoline for trucks
659.58	MG & E	Boosters, wells, service building & lift stations
495.78	Minuteman Press	Bill stuffer
107.26	NAPA Auto Parts	Truck parts/supplies
5,416.50	Northern Lake Service, Inc.	Water samples

692.00	North Shore Bank *	Deferred Compensation
200.00	O'Brien, Terrance	Refund
78.62	Office Depot	Office supplies
93,069.29	Payroll*	10/26, 11/9 & 11/23
125.00	Philips Lighting	Building maintenance
21.95	Piggly Wiggly	Office/shop supplies & ice for water samples
1,099.00	Pinnacle Landscaping, Inc.	Underground maintenance
161.48	Pitney Bowes, Inc. *	Ink for postage machine
89.46	PSC	Approval for water AMI system & PFP change
403.54	PSE	Electric mapping
21,654.48	Quartz	Monthly health insurance premiums
2,828.86	Resco	Inventory
646.14	Rhyme Business Products *	Monthly lease payment & usage charges
14.17	Rittmeyer, Julie	Mileage reimbursement
89.17	Rowe Design & Construction	Refund
258.00	Ruekert & Mielke, Inc.	GIS data maintenance
576.57	Securian Financial Group, Inc. *	Life insurance premiums
3,773.88	SEERA c/o Wipfli, LLP	Focus program fee for October
4,026.51	SBank of CP/Credit Card Pymt*	Electric metering, carts for AMI meters, building maintenance, lineman school expenses, safety school exp., lunch with interview candidate, clothing, seminar registration, office expenses
1,900.01	Strand Associates, Inc.	Review condition of existing mains
4,940.93	Stuart C Irby Co.	Inventory and OH & UG maintenance
192.23	T.A.S. Communications *	Answering service
910.29	TDS Telecom *	Monthly phone & modem service
76.66	Total Real Estate Solutions	Refund
166.23	Trace, Sam	Mileage reimbursement
80.72	The UPS Store	Shipping charges for bill stuffers
1,299.95	USABlueBook	Water meter expense
400.99	U.S. Cellular *	Monthly cell phone service
6,207.00	USIC Locating Services	Locating services
201,874.77	Village of Waunakee	Flexplan, electric & water taxes & re-bills for: Dean, utility insurance, Wolf Paving & office expenses
43.11	Volley, Brian	Refund
160.25	Weaver Auto Parts	Truck parts/supplies
350.00	Williamson Surveying & Associates	New easement on Lillian Street
18,386.77	WI Dept. of Revenue *	State taxes & sales tax paid
648,993.39	WPPI Energy	October power bill
5,093.82	WPPI Energy	Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, member/ WPPI WAN , member network support , cyber security, shared meter technician & routers for bldg.
13,979.90	WI Retirement System *	Retirement - October
25.00	WI State Lab of Hygiene	Water samples

Bills Received Subsequent to Packet Delivery

179.10	AFLAC	Monthly premiums
5,390.84	Bergstrom *	Truck repairs
304.00	Crescent Electric	Electric inventory
101.92	Dish Network	Monthly service
2,393.38	Energis High Voltage Resources, Inc.	Battery testing at substations
11,932.88	EFTPS *	941 taxes
3,265.14	Empower Retirement *	Deferred compensation & Roth
458.00	Herlitzka, Tim	Mileage & expense reimbursement
1,477.00	Images of Green Landscape & Design	Driveway repair due to water lateral leak
6,126.69	MEUW	Safety Management program fees for 4th Qtr.

346.00	North Shore Bank	Deferred compensation
740.47	NWTC Bookstore	Books and supplies for apprentice school
61.63	Office Depot	Office supplies
629.89	Rhyme Business Products	Monthly lease payment & usage charges
200.00	Stachour, David	Electric vehicle charger initiative
2,250.00	Stuart C Irby Co.	Electric inventory
1,256.90	Tyndale Company, Inc.	FR PPE
590.38	USA BlueBook	Tools
151.91	Village of Waunakee	Flexplan
36.00	Wil-Kil Pest Control	Pest control for building
2,458.78	WI Dept. of Revenue *	State taxes
167.90	Yahara Materials, Inc.	Electric UG maintenance
<b>\$1,425,240.49</b>		

Motion carried.

### Public Comment

There was no public comment.

### 2019 Budget

The 2019 budget was presented.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the operating and capital budgets. Motion carried.

### Engineering Proposal for Modifications to Water/Sewer SCADA System

The 2019 budget includes a project to upgrade the existing SCADA system used by the water and sewer utilities. A proposal for the design, bidding, and construction observation services from Strand, the firm who designed our current system, was presented, for an amount not to exceed \$36,000. After a discussion, a motion was made by John Roessler and seconded by Paul Endres to approve the engineering proposal. Motion carried.

### Purchased Treatment Cost and General Inflationary Sewer Rate Adjustments

The automatic adjustments to sewer rates for the increase in the cost to treat wastewater from the Madison Metropolitan Sewerage District and general inflationary cost increases were discussed. The average residential sewer customer will see an increase of \$.27 per month starting on January 1, 2019.

### MEUW Treasurer Salary

The commission discussed the MEUW treasurer salary offered by MEUW. It was the consensus of the commission to not seek reimbursement by the utility for the amount of time the general manager spends on the treasurer role.

### Advanced Metering Infrastructure Project

Utility staff provided an update on the project.

### Village-Wide Construction Projects

The Nord Gear expansion was discussed.

**Operations Report**

An update was provided on the inspections of certain sewer infrastructure in advance of the 2019 projects, the transfer of customers from Alliant, and the status of various electric projects.

**General Manager's Report**

The general manager informed the commission about the January 8<sup>th</sup> hearing regarding the change to the method of recovery of public fire protection charges, the new Customer Service Representative starting at the utility, and a reminder of the next commission meeting on Tuesday, December 18<sup>th</sup>.

**Financial Statements**

The October financial statements were presented. Consolidated operating income is \$263,000 over budget for the year but the sewer results are \$9,000 under budget due to increased MMSD expenses.

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

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