

## Waunakee Utilities Commission Meeting December 19, 2019

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

**Absent:** Roxanne Johnson                      Gary Herzberg

**Others Present:** Tim Herlitzka                      Jeff Matthias

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 Shirley Nelson, seconded by Steve Kraus, to approve the minutes of the November 25, 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:

Total	Vendor	Description
\$ 2,771.21	1050 Lillian St., LLC	Refund on Deposit
350.58	Ace Hardware	Miscellaneous parts/supplies
113.07	Airgas USA, LLC	Substation maintenance
1,519.00	Boardman Clark	Legal: Frontier lease, PSC water AMI order, WP & L customer acquisition & sale of OH to ATC
666.60	Border States	Equipment for URD
250.00	Carroll, Olivia	Scholarship
121.09	CCP Industries	Tools/equipment
165.12	Cintas Corporation	Uniforms
1,475.00	CliftonLarsonAllen	Interim billing for audit
129.35	Conney Safety	Shirts for water/sewer dept.
502.00	Coverall North American, Inc.	Cleaning service
1,282.32	Crescent Electric	Inventory & URD maintenance
259.65	Diggers Hotline, Inc.	Locating services
38.67	Eck, Melanie	Refund
13,231.38	EFTPS *	941 taxes
3,455.76	Empower Retirement *	Deferred Compensation & Roth
19,988.00	Energis Holdings, LLC	Substation 5 year maintenance testing
1,524.71	Exxon Mobil *	Gasoline for trucks
8,082.00	GLS Utility, LLC	Locating services
174.55	Hoppe, Veronica	Refund
84.15	Insight FS	Fuel for forklift
1,999.91	Itron, Inc.	Meter reading equipment maintenance
562.55	Lakeside International, LLC	Truck maintenance
38.30	Madison & Main	Refund
175.00	MEUW *	Seminar registration
275.00	MEUW	Training registration
590.01	Minahan, Mary & John	Refund
43.37	Mosling, Luke & Dana	Refund
24.32	NAPA Auto Parts	Truck maintenance
365.00	North Shore Bank *	Deferred Compensation

450.00	Octopi Brewing, LLC	Holiday party deposit
33,222.23	Payroll*	12/6
142.95	Pitney Bowes	Equipment rental
458.96	Prairie Power Center	Equipment
17,285.96	Quartz Health Benefit Plans	Monthly health insurance premiums
250.00	Renken, Diana	EV fast charger rebate
11,790.60	Resco	Inventory & transformers
511.00	Rhyme Business Products *	Monthly lease payment & usage charges
10.14	Riggle, Andy	Refund
20.04	Robertson, John	Refund
234.44	Rogers, Chris & Corina	Refund
1,469.00	Ruekert & Mielke, Inc.	Mapping expense
639.66	Securian Financial Group *	Life insurance premiums
3,939.42	SEERA c/o Wipfli, LLP	Focus program fee for November
143.50	Stafford Rosenbaum	Legal: General & Well 3 roof reservoir project
1,416.97	SBank of CP/Credit card payment *	Safety manual binders, computer equipment, water maintenance, shop repairs, tools, calendars, meter school expenses, safety school exp., paper and notary renewal
6.80	Statz, Carl F.	Trailer maintenance
5,257.91	Strand Associates, Inc.	SCADA system upgrades
215.60	Stuart C Irby Co.	Electric metering
217.58	T.A.S. Communications, Inc. *	Answering service
973.96	TDS Telecom *	Monthly phone & modem service
192.50	USA BlueBook	Well maintenance
531.31	U.S. Cellular *	Monthly cell phone service
138.00	Village Glen Apartments, LLC	Refund
59,054.00	Village of Waunakee	Flexplan & refuse/Nov.
2,700.00	Water Tower Clean & Coat, Inc.	Tower maintenance
20.60	Weaver Auto Parts	Truck supplies
15,574.31	WI Dept. of Revenue *	State & sales taxes paid
626,782.46	WPPI Energy	November power bill
8,389.12	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
14,302.93	WI Retirement System *	Retirement - November
45.00	WI Rural Water Association	Membership renewal
26.00	WI State Lab of Hygiene	Water samples

**Bills Received Subsequent to Packet Delivery**

\$	58.43	Bieri, Blake	Refund
	55.04	Cintas Corporation	Uniforms
	1,724.53	Delta Dental	Monthly dental insurance premiums
	13,815.04	EFTPS *	941 taxes
	3,455.76	Empower Retirement *	Deferred Compensation & Roth
	101.00	Herlitzka, Tim	Mileage reimbursement
	1,660.00	Honeywell	Electric AMI meters
	1,249.98	MG & E	Boosters, wells, service building & lift stations
	250.00	Miele, Anthony	EV fast charger rebate
	365.00	North Shore Bank	Deferred Compensation
	33,475.71	Payroll *	12/20
	113.85	Pepsi Madison	Soda for machine
	427.50	Power System Engineering, Inc.	Mapping expense

834.87	Resco	URD maintenance
14,320.00	Ruekert & Mielke, Inc.	2020 GIS Annual services
380.99	Village of Waunakee	Flexplan
12,101.94	Village of Waunakee	Engineering project costs and re-bills for: Drug testing, mechanic, flexplan & human resources
49.40	Weaver Auto Parts	Truck & water main maintenance
2,805.37	WI Dept. of Revenue *	State taxes & business tax registration paid
<u>\$ 953,915.03</u>		

Motion carried.

**Public Comment**

There was no public comment.

**Presentation from Financial Advisor**

Jeff Matthias from Madison Investment Advisors presented information about the investment portfolio and the overall financial market.

**Rate Recovery of Credit Card Fees and Increasing Monthly Fixed Charges in Electric Rate Increase Application**

A review of the adequacy of electric rates is underway with assistance from the WPPI rate department staff. A presentation about the overall proposed increase will be made to the commission at the January meeting.

The commission was presented a staff recommendation to petition the PSC to allow for recovery of credit card fees in rates. This will provide customers more convenient options to pay their bills as many customers expect to be able to pay using a credit card with no related fees. This can also allow for less delinquent account balances, fewer non-sufficient fund payments, and faster collection of outstanding balances.

The monthly fixed charge only recovers a small percentage of actual fixed costs and utility staff are recommending it be increased to a level that more appropriately reflects the monthly cost to serve customers.

The commission indicated support for petitioning the PSC to allow for credit card fees to be recovered in rates and increasing the monthly fixed charge.

**2020 Utility Commission Meeting Schedule**

The 2020 utility commission meeting schedule was presented.

**Advanced Metering Infrastructure Project**

The commission was provided a project update. 3,869 electric meters have been installed and 1,728 water units are now in service.

**Village-Wide Construction Projects**

Utility staff provided information about the Heritage Hills project.

**Operations Report**

Various operations topics were discussed.

**General Manager’s Report**

The MyAccount rollout and upcoming holiday party were discussed.

## **Financial Statements**

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

## **Employee Wage Adjustments and Manager Performance Evaluation**

The commission reviewed a variety of salary data including benchmark information from other utilities. In addition, the status of manager goals for 2019 and proposed 2020 goals were discussed.

After a discussion, a motion was made by John Roessler and seconded by Chris Zellner to approve wage adjustments as discussed for all staff except the general manger. Motion carried. A motion was then made by Shirley Nelson and seconded by Chris Zellner to approve a wage adjust for the general manager as discussed. Motion carried.

A motion was made by Steve Kraus and seconded by Paul Endres to adjourn the meeting. Motion carried.

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