

Waunakee Utilities Commission Meeting December 21, 2021

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

Others Present: Tim Herlitzka Randy Dorn

Absent: Roxanne Johnson Gary Herzberg

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

Minutes

A motion was made by Shirley Nelson and seconded by Chris Zellner to approve the minutes of the November 22, 2021 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 254.70	AFLAC *	Monthly premiums
680.40	American Public Power Assoc.	Reliability tracker
435.07	Auto Value Waunakee	Truck parts
68.44	BP *	Gasoline for trucks
129.75	B Rail, LLC	Refunds
38.04	Burgard, Kim	Refund
250.68	Cintas Corporation	Uniforms
498.00	Control Works	Building maintenance
3,118.79	Core & Main	Water/sewer meters
502.00	Coverall North American, Inc.	Cleaning service
3,631.97	Crescent Electric	Metering, OH & UG maintenance
637.00	Dane Lumber & Home Center	Building maintenance
251.14	Dish *	Monthly service
28,423.13	EFTPS *	941 taxes
6,680.00	Empower Retirement *	Deferred Compensation & Roth
210.00	EPS Engineering & Design	URD maintenance
2,007.64	Exxon Mobil *	Gasoline for trucks
4,633.00	GLS Utility, LLC	Locating services
20.94	Grainger	Well maintenance
332.90	Interstate Power Systems	Building maintenance
1,888.75	LMS Construction, Inc.	Maintenance of water services
4,892.40	Martelle Water Treatment	Chemicals for wells
55.00	MEUW	Event registration
225.58	Napa Auto Parts	Truck parts
368.22	Northeast WI Technical College	Apprentice line worker training
288.60	Northern Lake Service, Inc.	Water samples for Octopi
1,100.00	North Shore Bank *	Deferred Compensation
700.76	NWTC Bookstore	Books & supplies for apprentice line worker
610.54	Office Depot	Office supplies
68,947.21	Payroll*	12/3 & 12/17

935.00	Pinnacle Landscaping, Inc.	URD maintenance
142.95	Pitney Bowes	Equipment rental
169.50	Registration Fee Trust *	Title/license for trailer
5,450.35	Resco	Inventory & URD maintenance
544.09	Rhyme Business Products *	Monthly lease payment & usage charges
776.32	Securian Financial Group *	Life insurance premiums
4,475.41	SEERA c/o Wipfli, LLP	November Focus on Energy program fees
378.00	Stafford Rosenbaum	Legal: Electric & sewer issues
2,547.35	State Bank of CP/Credit card payment *	School expenses, shop supplies, well maintenance, truck parts, office supplies, minute book, sewer camera expense, trailer maintenance & hotel exp. for conf.
18,300.00	Statz, Carl F.	New trailer
5,842.31	Strand Associates, Inc.	Verleen Ave. tank repainting
758.00	Stuart C Irby Co.	Transformer maintenance
109.73	T A S Communications *	Answering service
972.18	TDS Telecom *	Monthly phone & modem service
2,790.16	Tri-County Paving	Water lateral leak & water main maintenance
3,526.02	TSTM, Inc.	Electric metering
865.90	USA BlueBook	Water meter testing supplies & well maintenance
391.75	U.S. Cellular *	Monthly cell phone service
164,110.08	Village of Waunakee	Flexplan, refuse/Nov., electric & water taxes, economic development contribution and re-bill for : Mechanic
835.81	Vogel Bros. Building Co.	Refund on Deposit
551.99	Waunakee Power Equipment	OH maintenance
60.00	Wil-Kil Pest Control	Pest control
18,410.15	WI Dept. of Revenue *	State & sales taxes paid
782,628.18	WPPI Energy	November power bill
8,883.88	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
15,511.04	WI Retirement System *	Retirement - November
45.00	Wisconsin Rural Water Association	Membership renewal
26.00	WI State Lab of Hygiene	Water samples
91.90	Yu, Fei	Refund

Bills Received Subsequent to Packed Delivery

\$	532.91	Ace Hardware	Miscellaneous parts/supplies
	253.82	Cintas Corporation	Uniforms
	1,614.41	Delta Dental	Monthly dental insurance premiums
	249.76	Hartman, Steven	Mileage reimbursement
	4,024.11	Infosend	Billing costs
	1,364.91	MG & E	Boosters, wells, service building & lift stations
	71.90	Office Depot	Office supplies
	161.48	Pitney Bowes	Ink for postage machine
	20,499.51	Quartz Health Benefit Plans	Monthly health insurance premiums
	1,347.20	Ruekert & Mielke, Inc.	Water mapping expense
	17,785.00	Ruekert & Mielke, Inc.	Annual hosting of mapping system (\$8,892.50 billed to village)
	3,380.00	Stuart C Irby Co.	Electric inventory
	13,737.33	Village of Waunakee	Rebills for: Wolf Paving & outside engineering

149.74 Yahara Materials, Inc.

URD maintenance

\$ 1,237,181.78

Motion carried.

Public Comment

There was no public comment.

Infiltration and Inflow Matters and Proposal for Sewer Manhole Rehabilitation

The commission discussed the infiltration and inflow action plan proposed by staff.

A proposal to seal eleven manholes identified by staff as needing repairs was presented from Hydro-Klean for an amount not to exceed \$33,310. After a discussion, a motion was made by Shirley Nelson and seconded by Chris Zellner to approve the proposal. Motion carried.

Changes to COVID Emergency Sick Leave Policy

The current COVID Emergency Sick Leave policy is based off the village policy which was recently amended to lower the amount of sick leave hours from 80 to 40 for employees vaccinated against the COVID-19 virus. Utility staff is recommending similar changes.

In addition, staff is recommending that the commission allow management to be able to administer the COVID testing for non-vaccinated employees versus having staff from village hall do this in order to streamline the process. Testing results will still be sent to village hall staff.

After a discussion, a motion was made by Chris Zellner and seconded by John Roessler to lower the amount of Emergency Sick Leave hours to 40 and allow the testing of unvaccinated employees to be administered by utility staff effective January 1, 2022. Motion carried.

2022 Utility Commission Meeting Schedule

The 2022 meeting schedule was presented.

Advanced Metering Infrastructure Project

The commission was provided a project update. 4,535 water units are now in service and the project is approximately 87% complete. The project is on hold due to the availability of water meters.

Village-Wide Construction Projects

There were no projects to discuss this month.

Operations Report

The commission was provided a brief update on various operational matters including the record amount of electric services installed in 2021.

General Manager's Report

The general manager discussed the status of purchasing two vehicles in 2022 and the sale of the old water department vehicle.

Financial Statements

The financial statements were reviewed.

Employee Wage Adjustments and Manager Performance Evaluation

The commission reviewed a variety of salary data including benchmark information from other utilities.

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

After a discussion, a motion was made by Chris Zellner and seconded by Shirley Nelson to approve a wage adjustment for the general manager as discussed, with the goal of moving the wage to the market midpoint by the end of 2023. Motion carried.

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

Respectfully submitted: _____
Commission Secretary