

Waunakee Utilities Commission Meeting
December 22, 2020

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

Absent: Gary Herzberg

Others Present: Tim Herlitzka

John Roessler called the regular meeting of the Waunakee Utilities Commission to order. The meeting was held virtually due to COVID-19. All votes were taken via a roll-call.

Minutes

A motion was made by Steve Kraus and seconded by Paul Enders to approve the minutes of the November 23, 2020 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 171.03	Ace Hardware	Miscellaneous parts/supplies
1,042.42	Adams Publishing Group	Energy assistance ads
341.78	Altec Industries, Inc.	Truck maintenance
545.00	American Leak Detection	Hydrant leak
750.00	Baker Tilly	Assistance with sewer rate adjustment
1,984.68	Border States	Inventory
8,500.00	Central Tank Coatings, Inc.	Replace leaking pipe at the Main Street Water Tower
359.01	Cintas Corporation	Uniforms
454.05	Conney Safety	PPE
502.00	Coverall North American, Inc.	Cleaning service
1,873.48	Delta Dental	Monthly dental insurance premiums
112.42	Dish Network *	Monthly service
83.22	D'Orazio Cleaning Supply	Shop/office supplies
27,327.03	EFTPS *	941 taxes
8,320.00	Empower Retirement *	Deferred Compensation & Roth
6,554.00	GLS Utility, LLC	Locating services
625.00	GZA Controls, LLC	Gate maintenance
269.60	Hellenbrand	Ice maker filter
2,944.00	Infosend, Inc.	Billing costs
106.08	Jansen, Norma Living Trust	Refund on Deposit
134.33	Lakeside International, LLC	Truck maintenance
225.63	Listol, Trevor & Kim Sweno	Refund on Deposit
3,966.10	Martelle Water Treatment	Chemicals for wells
144.68	NAPA Auto Parts	Truck parts
88.00	Northern Lake Service, Inc.	Water samples for Octopi
1,000.00	North Shore Bank *	Deferred Compensation
67,490.61	Payroll*	12/4 & 12/18
106.60	Pepsi	Soda for machine

142.95	Pitney Bowes	Equipment rental
31,718.73	Resco	Transformers, inventory, OH, UG & transf. maint.
526.76	Rhyme Business Products *	Monthly lease payment & usage charges
17,320.00	Ruekert & Mielke, Inc.	Annual costs for village mapping system
723.86	Securian Financial Group *	Life insurance premiums
4,314.21	SEERA c/o Wipfli, LLP	Focus program fee for November
576.00	Stafford Rosenbaum	Legal: Verizon lease & general corporate
455.12	SBank of CP/Credit card payment *	Zoom for commission meeting, meter van maint., forklift maint., case for on-call phone, office expenses, replacement parts for handheld radios & safety equip.
244.77	St. John's Properties	Refund
12,766.27	Strand Associates, Inc.	Lexington booster project & Frank H tower painting
130.91	T A S Communications *	Answering service
969.78	TDS Telecom *	Monthly phone & modem service
23.88	The UPS Store	Shipping charges for Octopi water samples
48.20	USABlueBook	Water samples
395.25	U.S. Cellular *	Monthly cell phone service
62,496.42	Village of Waunakee	Flexplan and Refuse/Nov.
425.00	Waunakee Ecumenical Board	Donations collected from customers for WEB
34.00	Weaver Auto Parts	UG maintenance
\$ 18,967.42	WI Dept. of Revenue *	State & sales taxes paid
663,696.44	WPPI Energy	November power bill
5,664.27	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, low-income administrative service fee & retail billing services
15,208.89	WI Retirement System *	Retirement - November
45.00	WI Rural Water Association	Membership renewal
26.00	WI State Lab of Hygiene	Water samples
317.70	Wolf Paving & Excavating, Inc.	Hydrant maintenance

Bills Received Subsequent to Packet Delivery

\$ 1,174.61	Border States	UG maintenance
159.96	Castillo, Timothy	Refund
119.67	Cintas Corporation	Uniforms
3,345.00	Core & Main	Water meter
979.38	Crescent Electric	Street light & meter maintenance
1,920.00	Dixon Engineering, Inc.	Well #3 reservoir project
290.62	Drach, Nathan & Leticia	Refund
99.21	Dwelling Masters, LLC	Refund
1,114.40	Exxon Mobil *	Gasoline for trucks
61.28	Feller, Joyce & Bob	Refund
15.27	Fise, Elizabeth	Refund
15,292.10	Ganser Construction	Refund on Deposit
163.34	Johnson Controls Security Solutions	Building expense
121.45	Kruschek, Dan & Annette	Refund
973.17	MG & E	Boosters, wells, service building & lift stations
60.00	Niesen & Son Landscaping, Inc.	UG maintenance

20,022.01	Quartz Health Benefit Plans Corporation	Monthly health insurance premiums
72.22	Schiestle, Joseph & Jodi	Refund
227.36	Sonne, Christopher & Ellorie	Refund
532.92	Stuart C Irby Co.	OH, UG & street light maintenance
288.09	Topoll, Timothy & Ann	Refund
74,396.00	Village of Waunakee	PILOT true-up payment
600.00	Waunakee Ecumenical Board	Donation
369.87	Waunakee Investment Property	Refund
38.00	Weaver Auto Parts	Equipment maintenance
\$ 1,095,694.51		

Motion carried.

Public Comment

There was no public comment.

Distributed Generation Operating Rules

The commission was presented proposed Distributed Generation (DG) Operating Rules which outline requirements for DG installers and customers. The rules are designed to ensure the safety of utility employees, customers, and the public. They are also designed to provide reasonable protection for the electric system.

After a discussion, a motion was made by Steve Kraus and seconded by Shirley Nelson to approve the DG rules. Motion carried.

DNR Report of the Sanitary Survey of the Water System

The commission was provided the report summarizing the DNR evaluation of the water system. The DNR completes this evaluation every three years and the report assesses the utility's water sources, facilities, equipment, operation, maintenance, and management as it relates to drinking water.

The report notes no deficiencies or recommendations but highlights certain nonconforming features. These nonconforming features were acceptable to the DNR at the time of the original construction of the facilities but DNR rules have changed subsequent to the original approvals which have caused this noncompliance. The utility is not required to correct these items until a major change or remodel occurs or a health hazard is identified.

The report also notes that certain contaminants found in the water system have declined to a low level and the frequency of testing for these items can be lowered.

2021 Utility Commission Meeting Schedule

The 2021 meeting schedule was presented.

Advanced Metering Infrastructure Project

The commission was provided a project update. 6,483 electric meters have been installed and 3,477 water units are now in service. The water portion of the project has been put on hold in order to protect staff and customers from the virus.

Village-Wide Construction Projects

A brief update was provided on various projects in the service territory including the Octopi Expansion, a multi-family building proposed on West Main Street, and the proposed CSM at the Erdman property.

Operations Report

The commission was provided a brief update on various operational matters.

General Manager’s Report

The general manager provided an update on the price received to complete the work at the Lexington Booster Station, information about a leak at the Main Street Water Tower, a summary of the total 2020 PILOT payment to the village of \$910,396, and two donations received from customers to assist other customers in need.

Financial Statements

The November financial statements were presented.

Employee Wage Adjustments and Manager Performance Evaluations

The commission reviewed a variety of salary data including benchmark information from other utilities. In addition, the status of manager goals for 2020 and proposed 2021 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. After a discussion, a motion was then made by Chris Zellner and seconded by Steve Kraus to approve a wage adjust and bonus for the general manager as discussed. Motion carried.

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

Respectfully submitted: _____
Commission Secretary