

Waunakee Utilities Commission Meeting April 22nd, 2019

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

Others Present: Tim Herlitzka Dave Dresen

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 John Roessler, seconded by Chris Zellner, to approve the minutes of the March 12th, 2019 Utilities Commission meeting. Motion carried.

Bills

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

<u>Total</u>	<u>Vendor</u>	<u>Description</u>
\$ 7,302.42	ABB, Inc.	Industrial substation transformers maintenance
62.78	Abresch, Jeff	Refund
76.60	Ace Hardware	Miscellaneous parts/supplies
268.65	AFLAC *	Monthly premiums
19.70	Arlington Hardware Co.	Water meter expense
806.00	Boardman Clark	Legal: WPL customer acquisition
400.00	Bond Trust Services Corporation	Paying agent fee
26,388.80	Border States	Electric inventory
62.95	BP *	Gasoline for trucks
330.24	Cintas Corporation	Uniforms
10,850.55	City of Lodi *	Inventory
4,500.00	CliftonLarsonAllen, LLP	2018 Audit final billing
185.56	C & M Hydraulic Tool Supply	Tool
611.94	Conney Safety	PPE
50,413.49	Core & Main	Water meters and meter expenses
502.00	Coverall North American, Inc.	Cleaning service
880.14	Crescent Electric	Shop outlets, well & transformer maintenance
1,658.18	Delta Dental *	Monthly dental insurance premiums (April)
1,658.18	Delta Dental	Monthly dental insurance premiums (May)
107.17	Dish Network *	Monthly service
160.66	Dorn, Randy	Mileage reimbursement
38,948.95	EFTPS *	941 taxes (3 payrolls)
9,967.28	Empower Retirement *	Deferred Compensation & Roth (3 payrolls)
10,000.00	Esri	Annual license agreement
1,535.22	Exxon Mobil *	Gasoline for trucks
35,874.24	Fresco, Inc. *	Poles and fixtures
626.50	Hometown News	Low income and SCADA system bidding ads, and Kids n Design ad
12,000.00	Honeywell/Elster Solutions	Support services for water & sewer AMI
151.46	Hyland, John & Sharon	Refund
2,634.35	Infosend	Billing costs
195.34	Karls, Dana	Mileage reimbursement
80.62	Kirch, Dennis Construction	Refund
105.00	Krause Power Engineering	URD maintenance
407,895.77	Madison Metro Sewerage Dist.	1st Qtr. Serv. - Village \$336,490.59, SPL \$71,405.18
250.00	McGowan, Patrick	EV charger rebate
173.49	McIlhone, Brian & Amy	Refund
7,066.70	MEUW	Regional safety program, seminar & workshop registrations and conference registration
1,626.93	MG & E *	Boosters, wells, service building & lift stations
755.81	MG & E	Boosters, wells, service building & lift stations

1,222.98	Minuteman Press	Bill stuffers and door hangers
25.95	NAPA Auto Parts	Truck parts/supplies
29.00	Noltner, Kim	Mileage reimbursement
79.20	Northern Lake Service, Inc.	Sewer samples (Octopi)
1,095.00	North Shore Bank *	Deferred Compensation
2,500.00	North Shore Bank *	Additional HSA contribution for employee
773.65	Office Depot	Office supplies
100,487.86	Payroll*	3/15, 3/29 & 4/12
31.65	Pepsi Madison	Equipment rental
17.45	Piggly Wiggly	Office supplies
175.22	PSC	Authority to defer undepreciated meter costs
16,011.42	Quartz *	Monthly health insurance premiums (April)
16,011.42	Quartz	Monthly health insurance premiums (May)
7,516.31	Resco	Inventory, URD maintenance & minor materials
2,000.00	Reserve Account *	Postage for machine
539.10	Rhyme Business Products *	Monthly lease payment & usage charges
9,121.40	Ruekert & Mielke, Inc.	Mapping services
584.74	Securian Financial Group *	Life insurance premiums
3,873.07	SEERA c/o Wipfli, LLP *	Focus program fee for February
20.21	Sriram, Vikram	Refund
5,008.11	SBank of CP/Credit card payment *	Magazine subscription, airfare for WPPI Energy rating agency trip, seminar registration, hotel for WI Rural water conference, clothing, conference registrations and expenses, truck maintenance, scheduling software for AMI project & school exp. SCADA system upgrades
6,585.95	Strand Associates, Inc.	Inventory
31,727.57	Stuart C Irby	Answering service
97.95	T.A.S. Communications *	Monthly phone & modem service
915.50	TDS Telecom *	Mileage & expense reimbursement
365.58	Trace, Sam	PPE
422.90	Tyndale Company, Inc.	Shipping costs for bill stuffers to Infosend
63.60	UPS Store	Monthly cell phone service
406.90	U.S. Cellular *	Locating services
1,553.50	USIC Locating Services	Electric & water taxes for Jan. thru Mar.
252,900.00	Village of Waunakee *	Flexplan, refuse/Feb. & Mar., youth baseball sponsor and re-bills for: Mechanic, Dean Health & Human resource services
120,684.73	Village of Waunakee	
750.00	Waun. Area Chamber of Commerce *	WaunaFest Run sponsorship
36.00	Wil-Kil Pest Control	Pest control
45.00	WI Dept. of Natural Resources	Water operator certification
37,278.46	WI Dept. of Revenue *	State & sales taxes paid
10,466.96	WI Dept. of Revenue	2019 gross revenue May assessment/license fee
2,098.39	WI Dept. of Transportation	Water main maintenance
305.00	WICPA	Membership renewal
639,413.65	WPPI Energy	March power bill
9,873.20	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, meter data collection & mgmt., Verizon charges, computer, energy assistance admin. & computer equipment
35,392.92	WI Retirement System *	Retirement - February & March
26.00	WI State Lab of Hygiene	Water samples
1,823.40	Wolf Paving	Water main break materials
157.54	Woodring, Dotti	Refund
4,470.63	Work Truck Stuff, Inc. *	Truck maintenance

Bills Received Subsequent to Packet Delivery

\$ 1,996.08	Core & Main	Water meters for AMI project
405.24	Crescent Electric	URD maintenance
183.00	Herlitzka, Tim	Mileage reimbursement
3,020.06	Infosend	Billing costs
911.70	Itron, Inc.	Meter reading equipment maintenance
4,513.80	Madison Investment Advisors	Quarterly management fee
2,097.99	Madison Metro Sewerage Dist.	Lab samples from SPL
3,840.00	Maly Roofing Company	Building roof repair

202.59	Resco	URD maintenance
539.10	Rhyme Business Products	Monthly lease payment & usage charges
250.00	Rickett, Jeffrey	EV charger rebate
3,883.65	SEERA c/o Wipfli, LLP	Focus program fee for March
1,952.01	Squire, Robert & Diane	Refund
207.08	T.A.S. Communications	Answering service
84,300.00	Village of Waunakee	Electric & water taxes
\$ 2,070,421.04		

Motion carried.

Public Comment

There was no public comment.

SCADA Project Bids

The bids received for the project from the April 2nd bid opening are as follows:

- L.W. Allen, Inc. – \$166,568
- Integrated Process Solutions, Inc. – \$240,000

The low bid was below the opinion of probable construction cost.

After a discussion, a motion was made by Chris Zellner and seconded by Roxanne Johnson to accept the apparent low bid from L.W. Allen, Inc. for \$166,568. Motion carried.

Updated Cash Reserves Analysis and 2018 Operational Statistics

The cash reserve policy requires an annual update to be made to the utility commission of the cash reserves compared to the 135 day benchmark and utility staff presented this using December 31, 2018 audited balances. Cash reserves for all three utilities were reported at or above their benchmarks.

2018 operational statistics were also presented.

Electric Reliability Project

The utility has experienced several widespread service interruptions in the past couple years in a specific part of the service territory. Due to repeated occurrences of these service interruptions, staff presented a plan to replace the open-style cabinets with closed-style cabinets in this area. The cost of this project is estimated to be \$250,000. \$50,000 is already included in the 2019 budget. Staff is proposing to fund the remaining portion by transferring \$100,000 from the Overhead Wire and Pole Replacement budget which will not be used in 2019, and adding \$100,000 to the Cabinet Upgrades budget.

After a discussion, a motion was made by John Roessler and seconded by Paul Endres to replace the cabinets, with the funding plan proposed by staff. Motion carried.

Underground Wire Replacement Budget

A contractor for a local communication services provider is installing underground equipment in the service territory and has offered the utility a deeply discounted price to install conduit in conjunction with the project. In order to have conduit installed in all the areas where the contractor is working, staff is recommending an additional \$100,000 be added to the 2019 wire replacement budget.

After a discussion, a motion was made by Chris Zellner and seconded by Steve Kraus to increase the wire replacement budget by \$100,000. Motion carried.

Substation Maintenance Project

Staff presented a proposed plan as recommended by the consulting engineer to perform in-depth maintenance and testing on each of the four substations on a rotating basis. As a result, staff has recommended that \$43,000 be added to the substation maintenance budget in 2019.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to increase the 2019 substation maintenance budget by \$43,000. Motion carried.

Advanced Metering Infrastructure Project

Utility staff provided an update on the project.

Village-Wide Construction Projects

Utility staff provided an update on various projects in the service territory, including a review of the plans for the Golden Ponds Addition to Westbridge.

Operations Report

The status of the water tower and reservoir inspection project, current electric projects, and recent service interruptions were discussed.

General Manager’s Report

The general manager discussed the status of the next phase of customer acquisitions from WP&L, an easement issue at the site of the new Laurel Apartments, and disconnections for non-payment of electric services.

Financial Statements

The March financial statements were presented. Consolidated operating income for the month is \$51,000 lower than budget but \$83,000 higher than budget for the year. Current monthly income was impacted by insurance and training costs. A graph showing March power costs trending lower for five consecutive years was also discussed.

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

Respectfully submitted: _____
Commission Secretary