

Waunakee Utilities Commission Meeting May 28, 2019

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

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 Steve Kraus, seconded by Shirley Nelson, to approve the minutes of the April 22, 2019 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 179.10	AFLAC *	Monthly premiums
500.00	American Public Power Assoc.	Smart energy provider application
19,663.95	Border States	Electric inventory
166.68	BP *	Gasoline for trucks
3,250.00	Bruce Equipment	Vac truck maintenance
220.16	Cintas Corporation	Uniforms
25,355.18	Core & Main	AMI meters and meter expenses
502.00	Coverall North American, Inc.	Cleaning service
4,747.41	Crescent Electric	Minor materials & transformer maintenance
1,724.53	Delta Dental	Monthly dental insurance premiums
107.17	Dish Network *	Monthly service
683.58	Econoprint, Inc.	Reception sign
38,487.74	EFTPS *	941 taxes (3 payrolls)
287.00	Electrical Testing Lab	Gloves tested
10,367.28	Empower Retirement *	Deferred Compensation & Roth (3 payrolls)
1,463.65	Exxon Mobil *	Gasoline for trucks
116.35	Freye, Lindsay	Refund
250.00	Guralski, Corey	EV fast charger rebate
394.28	Hometown News	Energy assistance ad
84.15	Insight FS	Fuel for forklift
1,285.48	Lamp Recyclers, Inc.	Street lighting maintenance
155.44	McLain, John	Mileage reimbursement
600.00	MEUW	Seminar and management training program
		registrations
555.31	MG & E	Boosters, wells, service building & lift stations
661.73	Minuteman Press	Bill stuffers
2,579.51	Murphy, John & Elizabeth	Refund
120.61	NAPA Auto Parts	Truck parts/supplies
730.00	North Shore Bank *	Deferred Compensation
2,500.00	North Shore Bank *	Additional HSA contribution for employee
365.00	North Shore Bank	Deferred Compensation
124.09	Office Depot	Office supplies
98,695.38	Payroll*	4/26, 5/10 & 5/24
159.24	Piggly Wiggly	Food/supplies for cookout
760.00	PSE	Mapping updates
16,011.42	Quartz *	Monthly health insurance premiums
8,190.21	Resco	Inventory, URD maintenance & minor materials
1,899.75	Ruekert & Mielke, Inc.	Mapping services for sanitary, water, storm & streets
184.00	Russ' Plumbing, Inc.	Plumbing supplies for AMI project

584.74	Securian Financial Group *	Life insurance premiums
3,847.63	SEERA c/o Wipfli, LLP	Focus program fee for April
2,658.87	SBank of CP/Credit card payment *	Hotel exp., safety equip., computer equip., expenses for WPPI rating agency visit, office expenses, seminar registration, shop maintenance, clothing, tools & school expenses
1,550.20	Strand Associates, Inc.	SCADA system upgrades
16,106.00	Stuart C Irby	Inventory & URD maintenance
150.94	Sutherland, Darren	Refund
107.58	T.A.S. Communications	Answering service
915.52	TDS Telecom *	Monthly phone & modem service
229.76	USA BlueBook	Solution to test fluoride & chemical pump tubes
406.90	U.S. Cellular *	Monthly cell phone service
22,440.50	USIC Locating Services	Locating services
161,161.12	Village of Waunakee	Flexplan, refuse/April, electric & water taxes, tree for new library and re-bills for: Mechanic and utility ins.
101.15	Weaver Auto Parts	Truck maintenance
945.00	Wesco	Electric metering
36.00	Wil-Kil Pest Control	Pest control
39,578.61	WI Dept. of Revenue *	State & sales taxes paid
615,000.09	WPPI Energy	April power bill
7,192.67	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, upgrade to office equipment & energy assistance administration
14,535.11	WI Retirement System *	Retirement - April
26.00	WI State Lab of Hygiene	Water samples

Bills Received Subsequent to Packet Delivery

270.35	Ace Hardware	Miscellaneous parts/supplies
179.10	AFLAC	Monthly premiums
1,260.00	Alternative Technologies, Inc.	Substation oil testing
122.00	Boardman Clark	Legal: Refunding of overcharges
868.00	Border States	Electric inventory
26.75	Brandenburg, Corinne	Refund
836.64	Brooks Tractor	Mini backhoe maintenance
138.69	Capital City Cleaning & Supply	Shop/office supplies
55.04	Cintas Corporation	Uniforms
276	CJ's Lawn & Snow Services, Inc.	Lawn treatment
136.42	C & M Hydraulic Tool Supply, Inc.	Tools
4,747.30	Crescent Electric	Metering, employee purchase & URD maint.
107.17	Dish Network	Monthly service
311.20	Dresen, Dave	Mileage & expense reimbursement
232.00	Herlitzka, Tim	Mileage reimbursement
144,237.71	Honeywell	Electric AMI meters, support services for water & sewer AMI and water & sewer AMI equipment
2,624.59	Infosend	Billing costs
28.05	Insight FS	Fuel for forklift
892.55	Jefferson Fire & Safety	Fire extinguisher maintenance
26.06	McLain, John	Expense reimb. for mutual aid in Stoughton
79.53	Office Depot	Office supplies
329.00	Overhead Door Co. of Madison	Shop maintenance
428.72	Paul Reilly Company	Maintenance/repair of loading dock plates
1,732.44	Pomp's Tire Service, Inc.	Truck maintenance
15,362.31	Resco	Transformers
539.10	Rhyme Business Products	Monthly lease payment & usage charges
19,480.00	Stuart C Irby Co.	Electric inventory
1,063.96	Village of Waunakee	Re-bills for: Ritter Tech., mechanic & flexplan
\$ 1,328,092.45		

Motion carried.

Public Comment

There was no public comment.

Investment Policy Changes

Two minor changes were proposed to the current investment policy to match the policy recently approved by the village finance committee.

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

Changes to Residential and General Service Optional Time of Day Electric Rates

In an effort to simplify the billing, metering, and compliance requirements of the residential and general service optional time of day kWh rates (Rg-2 and Gs-2), the WPPI Energy Rates and Billing staff is recommending members close the 7 a.m. to 7 p.m. and 9 a.m. to 9 p.m. on-peak pricing options for new customers.

The utility offers this optional rate to all residential and business customers but only a handful have elected this. This would leave the 8 a.m. to 8 p.m. on-peak period, which aligns with WPPI's wholesale on-peak period, available to new customers. The 8 a.m. to 8 p.m. offering is also the only on-peak period allowed under the Cp-1, Cp-2, and Cp-3 rate categories.

After a discussion, a motion was made by John Roessler and seconded by Chris Zellner to have WPPI Energy petition the Public Service Commission of Wisconsin to close the 7 a.m. to 7 p.m. and 9 a.m. to 9 p.m. time of day offering for the Rg-2 and Gs-2 rate tariffs and grandfather current customers in those rate categories. Motion carried.

Utility staff was asked to reach out to existing customers on the 7 a.m. to 7 p.m. and 9 a.m. to 9 p.m. tariff to inform them of this change. Utility staff was also asked to explore adding language to allow any changes in the WPPI Energy time of day hours to automatically flow through to our tariff offerings.

2018 Drinking Water Quality Report

The commission was provided a copy of the annual drinking water quality report. There were no samples taken that violate state and federal drinking water requirements and a copy of the report will be made available to all customers.

Compliance Maintenance Annual Report

The utility is required to file a CMAR with the DNR annually. The report for 2018 has been completed with no significant deficiencies noted.

After a discussion, a motion was made by Gary Herzberg and seconded by Paul Endres to approve the report and Resolution 19-0528, Acknowledging Review of the 2018 DNR Compliance Maintenance Annual Report. Motion carried.

Sanitary Sewer System Infiltration and Inflow Analysis and Reduction Plan

The commission discussed proposed staff efforts to reduce infiltration and inflow in the system. The plan includes more inspections of existing mains and manholes, and eliminating sump pump connections to the sanitary sewer system through public awareness and inspections by staff when doing meter changeouts.

Water and Sewer Advanced Metering Infrastructure Budget and Project Update

The commission was provided a project update.

Due to the water installations proceeding faster than anticipated, staff asked for authorization to exceed the 2019 water and sewer AMI budget and have more flexibility in using the overall budget of \$870,706 originally spread out over four years.

After a discussion, a motion was made by Steve Kraus and seconded by Roxanne Johnson to allow the use of the four-year water and sewer portion of the budget of \$870,706 as deemed necessary based on the ability to coordinate with customers to perform installations. Motion carried.

Fitness Center Membership Policy

In pursuit of supporting employee health and wellness, staff presented a proposed policy which will allow individual staff members to utilize the on-site fitness area at the Village Center for no cost. The proposed policy is substantially equal to a policy recently approved for other village staff by the village board.

After a discussion, a motion was made by Paul Endres and seconded by Shirley Nelson to approve the Fitness Center Membership Policy. Motion carried.

Village-Wide Construction Projects

Utility staff provided an update on various projects in the service territory.

Operations Report

The recent outages associated with the TDS project were discussed. In addition, the commission was provided an update on the status of the switchgear replacement project and recent mutual aid provided to Stoughton.

General Manager's Report

The general manager discussed a customer back billing/refunding matter, the recent visit to the utility from the chair of the Public Service Commission of Wisconsin, replacing the overflow piping at the Main Street water tower, a possible bond refinancing, the search for a new underground locating company, and the recent MEUW award presented to Dave Dresen.

Financial Statements

The April financial statements were presented. Operating income was at budget for the month and is over budget for the year to date. Electric operating results trail results from the prior year and will be monitored in the future.

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

Respectfully submitted: _____
Commission Secretary