

Waunakee Utilities Commission Meeting June 25, 2018

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

Others Present: Tim Herlitzka

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 Paul Endres, to approve the minutes of the May 29, 2018 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 359.68	Ace Hardware	Miscellaneous parts/supplies
73.43	Acker Builders	Refund
178.38	Allen, L.W.	Well maintenance
770.00	American Test Center	Annual safety inspection on trucks
360.00	American Water Works Assoc.	Membership dues
386.47	Bassett, Paul & Denise	Refund
2,253.50	Boardman Clark	Legal: Pole agreement, WPL acquisition & cell bill question
655.00	Border States	OH & URD maintenance
93.18	BP *	Gasoline for trucks
87.69	Capital City Cleaning & Supply	Shop/office supplies
180.78	Cintas Corporation	Uniforms
10.95	Cooney Realty Group	Refund
2,261.21	Core & Main	Water inventory & meters
502.00	Coverall North American, Inc.	Cleaning service
2,516.52	Crescent Electric	Inventory & UG maintenance
535.50	Dane Lumber & Home Center	Building maintenance
1,840.69	Delta Dental	Monthly dental premiums
2,566.40	Diggers Hotline, Inc.	Locating services prepayment for 2nd half of year
24,997.14	EFTPS *	941 taxes
39.45	Emden, James & Suzanne	Refund
6,090.28	Empower Retirement *	Deferred Compensation & Roth
2,406.73	Exxon Mobil *	Gasoline for trucks
71.17	Gehrmann, Bernie & Sheryll	Refund
160.56	Green, Edward & Margaret	Refund
190.00	HG Signs	Vehicle lettering
130.00	Hometown News LP	Waunakee graduation page
2,584.76	InfoSend	Billing costs
84.15	Insight FS	Fuel for forklift
75.56	Isensee, Larry	Refund
27,740.67	J & R Underground	Joint work done at Baker & Water Streets and Marshall Drive
151.71	Kaufman, Dennis	Refund
27.12	Lakeside International	Truck part
140.18	McKee, Deborah & Clifton	Refund
64.13	Meier, Richard & Caroline	Refund
385.00	MG & E	Boosters, wells, service building & lift stations
1,174.54	Milkint, Danielle	Refund
8,131.00	Monroe Truck Equipment	New box for water truck
110.49	NAPA Auto Parts	Truck maintenance

104.50	Nelson, Wayne & Sharron	Refund
346.00	North Shore Bank *	Deferred Compensation
346.00	North Shore Bank	Deferred Compensation
81.62	Parker, Jeff	Refund
65,558.88	Payroll*	6/8 & 6/22
107.25	Pepsi Madison	Soda for machine
183.71	Piggly Wiggly	Office supplies
142.95	Pitney Bowes	Equipment rental
442.64	Premier Builders	Refunds
24,828.42	Quartz	Health Insurance premiums
23.53	Rentshler, Meghan	Refund
34,659.57	Resco	Electric inventory, transformer, minor materials and OH & UG maintenance
594.88	Securian Financial Group, Inc. *	Life insurance premiums
3,758.76	SEERA c/o Wipfli, LLP	Focus program fee for May
40.00	Stafford Rosenbaum	Legal: Misc. legal
1,808.02	SBank of CP/Credit Card Pymt*	Clothing, batteries, school expenses, transformer maintenance, office supplies, sewer maintenance, meeting expenses, tool boxes and shop/office supplies
6.26	Carl F. Statz	Vac truck maintenance
1,226.91	Strand Associates	2018 water system study update
12,929.41	Stuart C Irby Co.	Inventory & UG maintenance
197.04	T.A.S. Communications, Inc.	Answering service
904.43	TDS Telecom *	Monthly phone & modem service
15.23	The Thole House	Refund
77.00	UPS Store	Shipping charges for bill stuffers
510.90	U.S. Cellular *	Monthly cell phone service
11,353.50	USIC Locating Services, LLC	Locating services
131,309.27	Village of Waunakee	Refuse/May, flexplan and electric & water taxes
67.25	Waunakee Operations	Refund
45.00	WI Dept. of Natural Resources *	Operator certification
125.00	WI Dept. of Natural Resources	2018 water use fees
45,494.25	WI Dept. of Revenue *	State and sales taxes paid
802,307.23	WPPI Energy	May power bill
3,428.50	WPPI Energy	Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, member/WPPI WAN , member network support, shared meter technician, low-income admin. service and audit
13,439.06	WI Retirement System *	Retirement - May
99.00	WI Section AWWA	Seminar registration
559.18	WI State Journal	Yearly newspaper subscriptions
25.00	WI State Lab of Hygiene	Water samples
227.04	Yahara Materials, Inc.	Water maintenance
42,380.00	Zimbrick Buick *	New truck for electric department
Bills Received Subsequent to Packet Delivery		
117.00	Boardman Clark	Legal: General legal
60.21	Bowers Construction	Refund
1,025.00	Core & Main	Water inventory & hydrant maintenance
676.49	Crescent Electric	Tools & URD minor materials
101.92	Dish Network	Monthly service
135.00	Herlitzka, Tim	Mileage reimbursement
2,665.50	Krause Power Engineering	North substation renovation
3,263.20	Martelle Water Treatment	Chemicals for wells
1,230.36	Pinnacle Landscaping, Inc.	Landscaping work at North side substation & Peaceful Valley Parkway
331.26	Resco	URD minor materials
572.89	Rhyme Business Products	Monthly lease payment & usage charges
53.16	Springfield Welding & Mfg.	Trailer maintenance
902.65	Strand Associates	Ashlawn draw down test
45.69	Unicon Dev., LLC	Refund
108,840.07	Village of Waunakee	Re-bills for: Mechanic, Dean, flexplan, Human resource services, Lincoln Contractors & Wolf Paving
\$ 1,410,159.61	Total Amount of Invoices Approved	

Motion carried.

Public Comment

There was no public comment.

Advanced Metering Infrastructure Project Work Plan, Budget Details, and Purchase, License, and Maintenance Agreement with Elster Solutions

The detailed AMI project work plan was presented. The commission was also informed about a recent meeting with PSCW water and electric staff regarding the undepreciated cost of the current meter system.

The commission was presented a contract with Elster Solutions for the purchase of certain equipment needed in the project. The contract also includes terms regarding licensing and maintenance of the equipment.

After a discussion, a motion was made by Steve Kraus and seconded by Chris Zellner to approve the contract with Elster Solutions provided it's acceptable to the utility attorney. Motion carried.

Changes to Position Descriptions

Changes to existing position descriptions for non-office staff were presented. The proposed changes provide additional descriptions regarding the type and frequency of the physical labor done by certain employees which will assist in the pre-employment screening process.

After a discussion, a motion was made by Sam Ballweg and seconded by Rozanne Johnson to approve the changes to the position descriptions. Motion carried.

Enhanced Cyber Security Service

The commission was informed about the enhanced cyber security service the utility will be using. The service includes next-generation firewalls and anti-phishing campaigns and is being administered by WPPI IT staff.

Village-Wide Construction Projects

A brief overview of various projects planned and underway was presented.

Electric Superintendent's Report

The general manager reported on behalf of the electric superintendent about the completion of the tie circuit between the Division and Industrial Substations, an employee on a FMLA absence, the new line worker starting the apprenticeship program, and the status of various other projects.

General Manager's Report

The general manager informed the commission about disconnection letters that were inadvertently mailed to certain customers that should not have received them and additional water main needing replacement as part of the Cross Street project.

Financial Statements

The April financial statements were presented. Consolidated operating income for the year is over budget but the sewer results are slightly under budget due to increased MMSD expenses. A list of all investments held by the utility was also presented.

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

Respectfully submitted: _____
Commission Secretary