

Waunakee Utilities Commission Meeting July 22, 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 Paul Endres, seconded by Shirley Nelson, to approve the minutes of the June 24, 2019 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. Moved by John Roessler, seconded by Gary Herzberg, to approve payment of the following bills:

Total	Vendor	Description
\$ 334.66	Ace Hardware	Miscellaneous parts/supplies
179.10	AFLAC *	Monthly premiums
317.20	Allen, L.W.	Booster maintenance
851.50	Boardman Clark	Legal: WPL customer acquisition & Charter lease
827.31	Border States	Substation & UG maintenance
94.91	BP *	Gasoline for trucks
118.22	Capital City Cleaning & Supply	Shop/office maintenance
220.16	Cintas Corporation	Uniforms
276.00	CJ's Lawn & Snow Services, Inc.	Lawn maintenance
20,149.84	Core & Main	Water meters
502.00	Coverall North American, Inc.	Cleaning service
793.04	Crescent Electric	W.O. materials
157.85	Dattilo, Brian	Refund
1,724.53	Delta Dental	Monthly dental insurance premiums
28.43	Dinga, Ashley	Refund
5,900.00	Dixon Engineering, Inc.	Maintenance of towers
25,850.01	EFTPS *	941 taxes
6,911.52	Empower Retirement *	Deferred Compensation & Roth
79.48	Endres Mfg. Company	Transformer maintenance
1,445.36	Exxon Mobil *	Gasoline for trucks
437.50	GZA Controls, LLC	Repair gate
2,630.61	Infosend	Billing costs
220.05	Insight FS	Spray for shop, hoses & fuel for forklift
152.50	Jaffett, Victor & Veronica	Refund
169.27	Johnson, Rusty Dean	Refund
177.45	Kokesh, Brad & Christie	Refund
122.60	Lorenz, Sara	Refund
243.46	Luby, Jason & Heather	Refund
181.28	Lundgren, Laura	Refund
423,694.48	Madison Metro Sewerage Dist.	2nd Qtr. Serv. - Village \$339,028.86, SPL \$84,665.62
114.07	Mathwich, Lila & Dale	Refund
1,257.00	Menasha Utilities	Line design training seminar
6,126.70	MEUW	Regional safety program (quarterly payment plan)
141.60	Miller, Roxanne	Refund
499.48	Minuteman Press	Bill stuffers
177.02	New Era Graphics	A/P vouchers
356.30	Northeast WI Technical College	Apprentice school tuition for Sam Trace
365.00	North Shore Bank *	Deferred Compensation
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55.60	Office Depot	Office supplies
84,552.93	Payroll*	7/5 & 7/19
135.15	Pepsi Madison	Soda for machine & machine rental
102.00	Piggly Wiggly	Shop/office supplies
16,011.42	Quartz	Monthly health insurance premiums
443.41	RG Heating & Air Conditioning, Inc.	Building maintenance
621.61	Rhyme Business Products *	Monthly lease payment & usage charges
129.27	Rudisill, Jolene & Alan	Refund
639.66	Securian Financial Group *	Life insurance premiums
3,917.97	SEERA c/o Wipfli, LLP	Focus program fee for June
69.29	Speedpro Imaging	Refund
61.50	Stafford Rosenbaum	Legal: General
4,126.16	SBank of CP/Credit card payment *	School expenses, building maintenance, office expenses, gloves, conference room chair, truck maintenance, postage ink, substation maintenance
474.41	Stuart C Irby Co.	UG maintenance
855.66	Suttle Straus	Envelopes
146.40	T.A.S. Communications	Answering service
921.57	TDS Telecom *	Monthly phone & modem service
47.80	Teem Rentals, LLC	Refund
3,770.00	TelCom Construction	TDS fiber/joint utility duct project
35.00	Tri-County Paving	Electric maintenance
482.42	USA BlueBook	Water meter expenses
406.90	U.S. Cellular *	Monthly cell phone service
9,280.76	USIC Locating Services	Locating services
146,244.42	Village of Waunakee	Flexplan, refuse/June, electric & water taxes & re-bill for human resources services
27.32	Vondra Engraving, Inc.	Name plate for commission plaque
160.00	Waunakee Touchdown Club	Donation
45.00	Wil-Kil Pest Control	Pest control
50,683.04	WI Dept. of Revenue *	State & sales taxes paid
884,694.27	WPPI Energy	June power bill
11,073.65	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, energy assistance administration & new server
14,356.05	WI Retirement System *	Retirement - June
26.00	WI State Lab of Hygiene	Water samples
317.21	Yahara Materials, Inc.	UG maintenance
<i>Bills Received</i>		
<i>Subsequent to Packet</i>		
<i>Delivery</i>		
\$ 2,273.82	Border States	Electric inventory
911.38	Crescent Electric	Inventory, street light & UG maintenance
8,850.00	Dixon Engineering, Inc.	Maintenance of towers
3,167.00	Everything2go.com	New tables for conference room
51.00	Herlitzka, Tim	Mileage reimbursement
911.70	Itron, Inc.	Meter reading equipment maintenance
1,035.00	Journey Communications, Inc.	Electric work done for W.O.
22.04	Karls, Dana	Mileage reimbursement
2,210.16	Madison Metro Sewerage Dist.	2nd Qtr. lab samples
316.27	MG & E	Boosters, wells, service building & lift stations
420.00	Northern Lake Service, Inc.	Water samples
115.38	North Shore Bank	HSA deposits for 2 employees
115,410.29	Resco	Electric inventory
99.75	Ruekert & Mielke, Inc.	Water mapping
183.29	Strand Associates, Inc.	SCADA system upgrades
759.10	Stuart C Irby Co.	Electric inventory
1,740.00	TelCom Construction	TDS fiber/joint utility duct project
38,978.00	Unite Utility, LLC	TDS fiber/joint utility duct project
242.29	Yahara Materials, Inc.	Water lateral maintenance
\$ 1,916,802.81		

Motion carried.

Public Comment

There was no public comment.

Sale of Overhead Electric Line to American Transmission Company

The utility owns an overhead electric line that connects to a line owned by the American Transmission Company (ATC) on Kopp Road near the golf course. This 69kV line is approximately 1.3 miles long and serves the North Substation.

The utility does not have the equipment needed to maintain the line and staff is recommending that it be sold to ATC.

The utility commission asked for additional information about this matter and the topic will be addressed again at a future meeting.

Contract for Underground Locating Services

The commission was presented a contract from GLS Utility, LLC (GLS) for underground locating services. GLS is the company recommended by staff after reviewing vendors for this service.

After a discussion, a motion was made by John Roessler and seconded by Steve Kraus to enter into the contract with GLS contingent on approval by the utility attorney. Motion carried.

Contractor Services Agreement with TDS

The commission was presented an agreement to consider with TDS to perform work installing underground services on their behalf. This is in addition to the joint trenching work already performed for TDS and Charter.

TDS will be required to supply all materials but the utility will provide the labor necessary to make the connections and the utility will charge \$210 per service, which is more than the fully-loaded cost to do the work on their behalf.

After a discussion, a motion was made by Steve Kraus and seconded by Paul Endres to approve the Contractor Services Agreement with TDS contingent on approval by the utility attorney. Motion carried.

Addendum to Memorandum of Understanding Regarding Shared Human Resources Services

The utility receives Human Resources (HR) services from staff at village hall. In exchange, the utility pays a proportionate amount of the cost of the position. This arrangement was originally approved by the utility commission in 2013. This has proven to be a valuable resource to the utility as sharing costs is more efficient than having to hire separate HR staff.

The original agreement stipulated the utility is paying for a portion of the cost of the Assistant Administrator/HR manager position. However, since that position has been eliminated with the departure of Adam Bentley and the tasks associated with the position spread among several village hall staff, an amendment is proposed to the original contract to clarify that we are paying for the HR services, not for a specific employee.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the addendum. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided a project update, including the proactive calls staff make to customers regarding small water leaks. 3,239 electric meters have been installed and 1,101 water units are now in service.

Village-Wide Construction Projects

No projects were discussed this month.

Operations Report

The electric superintendent provided an update on the Rex's Innkeeper project, the Boston Pizza service extension, recent small outages, and providing mutual aid to Wisconsin Rapids.

General Manager's Report

The general manager discussed the recent peak electric load due to the extreme weather conditions, citations issued to two people caught climbing the Main Street Water Tower, and a comparison of 2018 fuel mixes between WPPI and the Wisconsin IOU's. The recently completed water tower and reservoir inspection reports were also discussed.

Financial Statements

The June financial statements were presented. Operating income is under budget for the month but slightly over budget for the year-to-date.

Electric operating results continue to trail the budget and the prior year and will be monitored in the future for the possible need to increase rates.

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

Respectfully submitted: _____
Commission Secretary