

Waunakee Utilities Commission Meeting July 23, 2018

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

Others Present: Tim Herlitzka Adam Bentley Vikki Dolezal – North Shore Bank

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 Shirley Nelson, seconded by Sam Ballweg, to approve the minutes of the June 25, 2018 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 628.25	Ace Hardware	Miscellaneous parts/supplies
76.98	AFLAC *	Monthly premiums
243.19	Allen, L.W.	Well maintenance
2,118.16	Border States	Metering
199.79	Bowers Construction *	Refund
248.03	Cintas Corporation	Uniforms
502.00	Coverall North American , Inc.	Cleaning service
2,432.32	Crescent Electric	Inventory, UG maintenance & metering
11,512.01	EFTPS *	941 taxes
3,045.14	Empower Retirement *	Deferred Compensation & Roth
1,688.25	Energis High Voltage Resources	Battery bank tested at North substation
2,315.30	Exxon Mobil *	Gasoline for trucks
27.69	Garcia, Karen	Refund
40.92	Green, Yvonne	Refund
122.58	Hansen, Bryan	Refund
75.38	Hellenbrand, Ron	Refund
201.51	Hi-Line Utility Supply	Tools
208.16	Hipskind, Stacy & Thomas	Refund
200.11	Hoenecke, Henry & Rachel	Refund
2,573.08	InfoSend	Billing costs
158.53	Jandt, Timothy	Refund
155.87	Jensen, Gregory	Refund
2,006.50	J & R Underground	Marshall Drive & Division Street directional boring
143.56	Majerus, Henry & Julie	Refund
4,153.86	Michels Corp.	Westbridge & Bright Star Senior Living
203.44	Myers, Glenn	Refund
91.33	NAPA Auto Parts	Truck, generator & air compressor maintenance
510.00	Niesen & Son Landscaping, Inc.	Landscaping at shop & other areas
346.00	North Shore Bank *	Deferred Compensation
29,902.70	Payroll*	7/6
31.65	Pepsi Madison	Equipment rental
239.66	PSC	AMI project
20,703.93	Resco	Inventory, transformers & UG maintenance

127.26	Rotelli, Leo	Refund
587.32	Securian Financial Group, Inc. *	Life insurance premiums
81.69	Springfield Welding	Water maintenance
785.77	SBank of CP/Credit Card Pymt*	Membership renewal, new truck expenses, office supplies and expenses, and PPE
5,422.70	Stuart C Irby Co.	Inventory & UG maintenance
775.24	TDS Telecom *	Monthly phone service
390.60	U.S. Cellular *	Monthly cell phone service
151.91	Village of Waunakee	Flexplan
160.00	Waunakee Touchdown Club	Donation
2,377.61	WI Dept. of Revenue *	State taxes paid
953,912.76	WPPI Energy	June power bill
2,798.80	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 and low-income admin. service
25.00	WI State Lab of Hygiene	Water samples
199.39	Witt, Ben & Janel	Refund
505.88	Yahara Materials, Inc.	Water maintenance

Bills Received Subsequent to Packet Delivery

738.00	Boardman Clark	Legal: General legal & pole agreement
55.04	Cintas Corporation	Uniforms
276.00	CJ's Lawn & Snow Services, Inc.	Lawn maintenance
2,830.00	Core & Main	Water meters
2,679.51	Crescent Electric	Inventory
1,837.69	Delta Dental	Dental insurance premiums
1,450.00	Dixon Engineering, Inc.	Design & structural review for Ripp tank
11,660.77	EFTPS *	941 taxes
3,045.14	Empower Retirement *	Deferred compensation & Roth
157.48	Interstate Power Systems	Building/office maintenance
876.63	Itron, Inc.	Meter reading equipment maintenance
384,337.22	Madison Metro Sewerage Dist.	2nd Qtr. Serv. - Village \$316,771.06, SPL \$65,334.15 and lab samples
67.71	Meffert Oil Co., Inc.	Gasoline for trucks
227.67	MG & E	Boosters, wells, service building & lift stations
346.00	North Shore Bank	Deferred compensation
131.72	Perkins Oil	Truck maintenance
455.09	Prime Mechanical of WI	Building/office maintenance
22,991.22	Quartz	Health insurance premiums
4,572.15	Ruekert & Mielke	GIS data maintenance for Kilkenny & Westbridge
3,789.67	SEERA c/o Wipfil, LLP	Focus program fee for June
100.00	Stafford Rosenbaum	Legal: Water tower improvements
10,782.69	Strand Associates	Water St., 2018 water and sewer system study
1,900.00	Stuart C. Irby	Inventory
133.41	TDS Telecom	Monthly modem service
64.32	Utility Sales & Service	Truck maintenance
131,253.36	Village of Waunakee	Refuse/June, electric & water taxes and flexplan
100.00	Waunakee Wrestlebackers	Donation
50,342.37	WI Dept. of Revenue *	State and sales taxes paid
13,800.79	WI Retirement System *	Retirement - June
264.55	Yahara Materials	Maintenance of mains
<u>\$ 1,706,674.01</u>	Total Amount of Invoices Approved	

Motion carried.

Public Comment

There was no public comment.

Change in the Personnel Handbook Relating to Retiree Sick Leave

The commission discussed a proposed change to the current sick leave policy including implementing a Health Reimbursement Account/Arrangement (HRA) for those employees eligible for the conversion of unused sick leave time at retirement. The proposed HRA is substantially the same as the policy recently approved by the village board and will also include eligible retirees.

North Shore Bank is the recommended plan administrator and two agreements similar to the agreements approved by the village board were discussed; a Retiree Healthcare Trust and Trust Agreement, and a Retiree Healthcare Reimbursement Arrangement Plan. These agreements outline details of the relationship with the utility, employees, and North Shore Bank.

After a discussion, a motion was made by Chris Zellner and seconded by Steve Kraus to approve the changes to the Personnel Handbook, the Retiree Healthcare Trust and Trust Agreement, and Retiree Healthcare Reimbursement Arrangement Plan. Motion carried.

Personnel Evaluation Policy and Process

The commission discussed a revised employee evaluation policy and process designed to strengthen the current system being used. The proposed policy and process is substantially the same as what was previously adopted by the village board.

After the discussion, a motion was made by Chris Zellner and seconded by Paul Endres to approve the policy and process. Motion carried.

Commercial Driver's License/Operation of Vehicles Policy

The commission was presented a modified Operation of Vehicles Policy which includes language allowing the utilities flexibility to accommodate an employee in the event they lose their CDL.

After the discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve the proposed Operation of Vehicles Policy provided what was originally presented is modified to include language that when accommodation is proposed to the employee who has lost their CDL that it must be approved by the general manager, village human resources manager, commission president, and utility attorney. Motion carried.

Vacation Policy

The commission discussed a proposed modification to the Vacation Policy which allows for an additional carryover of unused hours at year end with the approval of the commission president.

After the discussion, a motion was made by Shirley Nelson and seconded by Roxanne Johnson to approve the change. Motion carried.

Vehicle Purchase

The following quotes were reviewed for the purchase of a Chevy Bolt, a replacement for the 2001 Ford Ranger used by the office staff:

Zimbrick - \$31,931
Bergstrom - \$33,104
Ballweg - \$33,854

A motion was made by Sam Ballweg and seconded by John Roessler to accept the Zimbrick quote. Motion carried.

Advanced Metering Infrastructure Project

The commission was informed that the gatekeepers and an initial round of electric meters have been ordered.

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 status of various projects.

General Manager's Report

The general manager informed the commission about the status of the water main replacement project and an electric reliability issue with a commercial customer.

Financial Statements

The June financial statements were presented. Consolidated operating income is \$215,000 over budget for the year but the sewer results are \$13,000 under budget due to increased MMSD expenses.

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

Respectfully submitted: _____
Commission Secretary