

Waunakee Utilities Commission Meeting August 26, 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 John Roessler, seconded by Chris Zellner, to approve the minutes of the July 22, 2019 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
\$ 150.34	Ace Hardware	Miscellaneous parts/supplies
179.10	AFLAC *	Monthly premiums
165.12	Cintas Corporation	Uniforms
1,595.00	Core & Main	Water meter
502.00	Coverall North American, Inc.	Cleaning service
224.26	Crescent Electric	Tools & street light maintenance
2,724.80	Diggers Hotline, Inc.	2nd prepayment for locating services
29,291.40	EFTPS *	941 taxes
6,911.52	Empower Retirement *	Deferred Compensation & Roth
1,859.75	Exxon Mobil *	Gasoline for trucks
74.00	Hartman, Steven	CDL reimbursement
45,000.00	Honeywell	AMI meters
1,500.00	Husch Blackwell	Bond counsel services for debt payoff
4,561.72	Madison Investment Advisors, Inc.	Management fees
492.46	Minuteman Press	Bill stuffers
381.50	NAPA Auto Parts	Truck maintenance
730.00	North Shore Bank *	Deferred Compensation
677.96	Office Depot	Office supplies
71,709.65	Payroll*	8/2 & 8/16
106.70	Pellitteri Waste Systems	Data shred
435.00	Pinnacle Landscaping, Inc.	Centennial Park work
534.44	Pomps Tire	Tires for truck
721.42	Rauls, Linus & Leona *	Refund on deposit
25,418.02	Resco	Inventory, transformers & URD maintenance
2,000.00	Reserve Account *	Postage for machine
484.50	RG Heating & A/C	Building maintenance
539.10	Rhyme Business Products *	Monthly lease payment & usage charges
639.66	Securian Financial Group *	Life insurance premiums
3,982.40	SEERA c/o Wipfli, LLP	Focus program fee for July
651.25	Stafford Rosenbaum	Legal: Subpoena, TDS & locating contracts
8,471.76	SBank of CP/Credit card payment *	Mutual aid expenses, URD maintenance, hotel exp., AICPA membership renewal, office expenses, office furniture
12,309.00	Stuart C Irby Co.	Inventory
921.20	TDS Telecom *	Monthly phone & modem service
1,059.12	Temperature Systems, Inc.	Shop maintenance
35.00	Tri-County Paving	Water maintenance
406.90	U.S. Cellular *	Monthly cell phone service
250.00	University of Colorado Boulder	Scholarship payment for Anna Vine
7,532.82	USIC Locating Services	Locating services
179.92	Vernig, Ralph	Expense reimbursement
160,590.11	Village of Waunakee	Flexplan, refuse/July, electric & water taxes & re-bills for: Insurance and mechanic
700.00	Williamson Surveying	Hellenbrand road easements
64,735.98	WI Dept. of Revenue *	State & sales taxes paid

1,174,465.18	WPPI Energy	July power bill
7,744.09	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 & computer equipment
14,270.49	WI Retirement System *	Retirement - July
130.00	WI Rural Water Association *	Expo registrations
26.00	WI State Lab of Hygiene	Water samples

Bills Received
subsequent to Packet
Delivery

\$	268.65	AFLAC	Monthly premiums
	429.50	Boardman Clark	Legal: Verizon lease & WPL customer acquisition
	400.00	Bond Trust Services Corporation	Paying agent fee
	3,911.16	Border States	Electric inventory
	291.08	Capital City Cleaning & Supply	Shop/office supplies
	110.08	Cintas Corporation	Uniforms
	276.00	CJ's Lawn & Snow Services, Inc.	Lawn maintenance
	850.00	C & M Hydraulic Tool Supply, Inc.	Repair URD locator
	60.72	Coldwell Banker Success	Refund
	646.31	Cooney Realty Group	Refund
	24,708.08	Core & Main	AMI water meters
	13,663.89	Crescent Electric	Inventory, street light, UG & transformer maint.
	1,724.53	Delta Dental	Monthly dental insurance premiums
	107.17	Dish Network	Monthly service
	201.61	DOA/DEHCR	Refund of energy assistance check
	63,842.85	Fresco, Inc.	Electric inventory
	75.33	Greiber, Jim & Jean	Refund
	526.00	Herlitzka, Tim	Mileage reimbursement
	5,339.10	Infosend	Billing costs for 2 months
	14.73	Karls, Dana	Mileage reimbursement
	3,650.10	Martelle Water Treatment	Chemicals for wells
	100.00	MEUW	Seminar registration
	288.40	MG & E	Boosters, wells, service building & lift stations
	78.40	Murphy, William & Kathleen	Refund
	387.80	Office Depot	Office supplies
	163.83	Pophal, Dan & Linda	Refund
	3,325.00	Power System Engineering, Inc.	Mapping upgrade
	16,011.42	Quartz	Monthly health insurance premiums
	2,800.00	Red Arrow Electric	W.O. materials
	97.44	Schwenn, Tyler	Mileage reimbursement
	383.26	Strand Associates, Inc.	Maintenance of towers
	139.20	T.A. S. Communications, Inc.	Answering service
	32,697.87	TelCom Construction	TDS fiber joint utility duct project
	74.00	Tri-County Paving	W.O. materials
	98.95	UPS Store	Shipping charges for bill stuffers
	199.95	Waunakee Power Equipment	Power saw maintenance
	945.00	Wesco	Electric metering
	255.89	Yahara Materials, Inc.	Water maintenance
	\$ 1,837,213.94		

Motion carried.

Public Comment

There was no public comment.

Sale of Overhead Electric Line to American Transmission Company

The commission continued the discussion about the possible sale of the 69kV line that serves the North Substation to the American Transmission Company.

The commission indicated support for the sale and asked that this topic be brought back for further discussion once the final terms of the sale are complete.

Charter Communications Lease Amendment

An amendment to the existing lease with Charter Communications for utilizing land adjacent to the North Substation site was discussed.

The proposed amendment includes a five-year term, with the possibility of two renewal terms of five years each. The first year payment of \$11,000 is to be inflated 3% annually. Utility staff will also request a one-time upfront reimbursement for legal fees associated with the amendment.

After a discussion, a motion was made by Gary Herzberg and seconded by John Roessler to approve the lease amendment provided it's acceptable to the utility attorney. Motion carried.

Audit Proposal

The village and utility currently receive audit services from CliftonLarsonAllen LLP (CLA).

As a routine business practice, the village finance committee solicited and received proposals from various accounting firms to perform auditing services for 2019-2021. A proposal from CLA was deemed to be in the best interest of the village and the village board approved the proposal.

After discussing the staff recommendation to retain the same auditors as the remainder of the village, a motion was made by Chris Zellner and seconded by Shirley Nelson to approve the utility portion of the CLA proposal. Motion carried.

The price increase to the utility is very low compared to the 2018 audit fees, averaging less than 1% per year.

Vacuum Truck Replacement

The commission had a preliminary discussion about replacing the vacuum truck since it is now over ten years old. Additional information will be presented to the commission about this matter at a future meeting.

Advanced Metering Infrastructure Project

The commission was provided a project update. 3,425 electric meters have been installed and 1,321 water units are now in service.

Village-Wide Construction Projects

Utility staff provided information about the Arboretum Village project.

Operations Report

The electric superintendent provided an update on various projects in the department.

General Manager's Report

The general manager discussed the recent goal the governor announced regarding 100% net-zero carbon emissions by 2050 and potential initiatives the utility could consider regarding this, an update on the Well 5 maintenance project, a solar and battery backup project planned by a customer, the status of the final phase of the Wisconsin Power and Light customer acquisitions, and an update on the status of the locating contract.

Financial Statements

The July financial statements were presented. Consolidated operating income is over budget for the month and 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