

Waunakee Utilities Commission Meeting August 27, 2018

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

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 Sam Ballweg, seconded by Shirley Nelson, to approve the minutes of the July 23, 2018 Utilities Commission meeting. Motion carried.

Bills

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

	Total	Vendor	Description
\$	334.81	Ace Hardware	Miscellaneous parts/supplies
	76.98	AFLAC *	Monthly premiums
	122.60	Allen, L.W.	Well maintenance
	400.00	Bond Trust Services	Paying agent fee
	40.32	Altisource Single Family	Refund
	2,030.00	Boardman Clark	Legal: Verizon water tower lease, AMI contract, WPL purchase
	2,048.30	Border States	Inventory
	57.09	BP *	Gasoline for trucks
	220.16	Cintas Corporation	Uniforms
	276.00	CJ's Lawn & Snow Services, Inc.	Lawn maintenance
	1,230.00	Core & Main	Water meters
	82.74	Corning & Associates, LLC	Refund on Deposit
	298.80	County Materials Corporation	Maintenance of hydrants, services & mains
	502.00	Coverall North American , Inc.	Cleaning service
	1,551.65	Crescent Electric	Tools, W.O. mtl., URD & street light maint., minor materials and shop supplies
	12,168.91	CTW Corporation	Well #3 maintenance
	1,764.06	Delta Dental	Dental insurance premiums
	324.06	Delzer, Benjamin & Elizabeth	Refund
	101.92	Dish Network *	Monthly service
	22,683.03	EFTPS *	941 taxes
	6,090.28	Empower Retirement *	Deferred Compensation & Roth
	24,119.08	Energis High Voltage Resources	North Substation project
	2,200.94	Exxon Mobil *	Gasoline for trucks
	152.92	Foursights Investments	Refund
	92,460.55	Fresco, Inc.	Inventory
	335.00	Hometown News	Advertising
	45.75	Horner, John & Dani Fleming	Refund
	2,589.20	InfoSend	Billing costs
	84.15	Insight FS	Fuel for forklift
	3,490.00	J & R Underground	Boring work done on N. Madison St. & Westbridge
	98.97	Lewellyn, Kerry	Mileage reimbursement
	4,401.95	Madison Investment Advisors	Quarterly management fee
	309.14	MG & E	Boosters, wells, service building & lift stations
	6,126.70	MEUW	Regional safety management program fees for 3rd quarter
	223.27	Midwest Homes	Refund
	2,825.00	Midwest Testing	Meter testing
	385.90	Millennium	URD maintenance

991.29	Minuteman Press	Bill stuffers
356.00	Northern Lake Service, Inc.	Water samples
692.00	North Shore Bank *	Deferred Compensation
166.24	Office Depot	Office supplies
89,975.98	Payroll*	7/20, 8/3 & 8/17
65.90	Perkins Oil	Generator maintenance
462.17	Public Service Commission	Costs for reviewing WPL customer transfer application
23,158.04	Quartz	Health insurance premiums
283.49	Ralph, Derek	Refund
30.00	Register of Deeds *	Easement
45,729.71	Resco	Inventory, transformers & UG maintenance
573.41	Rhyme Business Products *	Monthly lease payment & usage charges
587.32	Securian Financial Group, Inc. *	Life insurance premiums
3,822.70	SEERA c/o Wipfli, LLP	Focus program fee for July
473.99	SBank of CP/Credit Card Pymt*	Clothing, blade for cut-off saw, office expenses, conference registration
12,187.00	Strand Associates, Inc.	Library site construction observation, sewer comprehensive plan
18,573.62	Stuart C Irby Co.	Tools & inventory
63.33	T.A.S. Communications *	Answering service
125.73	T.A.S. Communications	Answering service
907.64	TDS Telecom *	Monthly phone & modem service
533.00	Therma-Stor, LLC	Well maintenance
205.67	TMS Investments, LLC	Refund
80.72	The UPS Store	Shipping charges for bill stuffers
451.95	U.S. Cellular *	Monthly cell phone service
12,387.00	USIC Locating Services *	Locating services
6,976.00	USIC Locating Services	Locating services
149,860.72	Village of Waunakee	Flexplan, refuse/July, electric & water taxes and re-bills for: Dean, utility ins. and mechanic
83.30	Weaver Auto Parts	Parts for air compressor and generators
252.10	Webster, Holly & Scott	Refund
36.00	Wil-Kil Pest Control	Pest control
61,633.86	WI Dept. of Revenue *	State taxes & sales tax paid
1,166,366.52	WPPI Energy	July power bill
2,788.80	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
13,035.95	WI Retirement System *	Retirement - July
25.00	WI State Lab of Hygiene	Water samples
540.91	Yahara Materials, Inc.	Water maintenance
<i>Bills Received Subsequent to Packet Delivery</i>		
297.44	Ace Hardware	Miscellaneous parts/supplies
115.47	AFLAC *	Monthly premiums
294.40	Crary Investments LLC	Refund
55.04	Cintas Corporation	Uniforms
511.30	Conney Safety	Rubber disposable gloves
3,746.00	Core & Main	Water meters
197.44	Crescent Electric	Inventory
101.92	Dish Network	Monthly service
243.00	Herlitzka, Tim	Mileage reimbursement
994.00	JMB Development, LLC	Refund on deposit
294.40	Knight Barry Title Group	Refund
359.00	Midwest Meter Inc.	Water meter parts
9,525.03	Resco	Cable marker balls and transformers
404.19	Viking Electric Supply	Tools
5.11	Weaver Auto Parts	Exhaust fan for Well 4
\$ 1,823,879.03	Total Amount of Invoices Approved	

Motion carried.

Public Comment

There was no public comment.

Electric Vehicle Charging Station Incentive Program

The commission was informed about the evolving electric vehicle industry and a new matching incentive offered by WPPI for customers installing Level 2 charging stations.

The commission discussed a proposed electric vehicle charging station incentive program recommended by utility staff:

- \$250 for installation of a Level 2 charger at a residential home.
- \$1,000 for installation of a Level 2 charger at a commercial customer with a maximum of two incentives per customer, per year.
- \$1,500 for installation of a dual-headed Level 2 charger at a commercial customer with a maximum of two incentives per customer, per year.

The net utility costs are proposed to be capped at \$5,000 annually and will be offered on a first-come, first-served, basis. The WPPI Energy Services Representative will be the designated staff member inspecting the installations and recommending approval of the incentive payments.

The new incentive program offered by WPPI will match up to 50% of the utility costs, with a maximum of \$5,000 annually. The Energy Conservation account in the budget will be used to fund the incentive program.

A motion was made by Chris Zellner and seconded by Shirley Nelson to approve the incentive program. Motion carried.

Chemical Pump Purchases for Wells

The current chemical pumps used at all wells continue to experience performance issues and utility staff presented a quote for the purchase of new ones for an amount not to exceed \$12,638.48. The proposed pumps are ones recommended by other utilities.

After a discussion, a motion was made by Paul Endres and seconded by Roxanne Johnson to approve the purchase. Motion carried.

2018 Financial Audit Services

The village finance committee will consider a proposal for financial audit services from Schenck for the year ending December 31, 2018 at an upcoming meeting. The utility portion of the audit proposal is \$15,500, a \$400 increase from the prior year. Schenck has been the auditor for the village and utilities for the past six years.

After a discussion, a motion was made by Sam Ballweg and seconded by Steve Krause to approve the utility portion of the audit contract contingent on the remainder of the contract being approved by the finance committee. Motion carried.

Advanced Metering Infrastructure Project

The commission was provided an update on the project. The utility has received the first batch of meters. These will not be deployed until the gatekeepers arrive and are installed and the billing system software changes are finalized.

Village-Wide Construction Projects

The commission was informed about the planned expansion at the Octopi brewery and the additional wastewater to be discharged from increased brewing operations.

Operations Report

Various operational matters from the water, sewer, and electric departments were shared with the commission.

General Manager's Report

The general manager informed the commission about the status of the water main replacement project and the water sampling matter related to the project, the WPPI dividend report, the upcoming PSCW public hearing regarding the transfer of additional customers from Aliant Energy, the status of televising the sewer main around certain areas that were recently bored, assistance provided to Middleton in support of recent storm damage cleanup, and the details of a new sewer main being installed to serve the Woodland West area.

Financial Statements

The July financial statements were presented. Consolidated operating income is \$287,000 over budget for the year but the sewer results are \$3,000 under budget due to increased MMSD expenses.

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

Respectfully submitted: _____
Commission Secretary