

Waunakee Utilities Commission Meeting September 24, 2018

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

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 Shirley Nelson, seconded by Chris Zellner, to approve the minutes of the August 27, 2018 Utilities Commission meeting. Motion carried.

Bills

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

| Total | Vendor | Description |
|-----------|----------------------------------|--|
| \$ 8.22 | Arkadin, Inc. | Conference call billing |
| 18.41 | Attoe, Steve | Refund for dental insurance premium |
| 1,090.11 | Border States | PPE |
| 60.80 | BP * | Gasoline for trucks |
| 229.30 | Brooks Tractor | Mini backhoe maintenance |
| 165.12 | Cintas Corporation | Uniforms |
| 9.75 | Conney Safety | PPE |
| 9,313.09 | Core & Main | Water inventory & water meters |
| 502.00 | Coverall North American , Inc. | Cleaning service |
| 726.37 | Crescent Electric | Minor materials, metering & UG maintenance |
| 1,764.06 | Delta Dental | Dental insurance premiums |
| 23,635.01 | EFTPS * | 941 taxes |
| 6,090.28 | Empower Retirement * | Deferred Compensation & Roth |
| 2,472.80 | Exxon Mobil * | Gasoline for trucks |
| 917.95 | Hi-Line Utility Supply | Truck maintenance |
| 3,825.00 | J & R Underground | Boring work done on Hwy. 19 |
| 41.53 | Lewellyn, Kerry | Mileage reimbursement |
| 3,364.80 | Martelle Water Treatment | Chemicals for wells |
| 135.48 | MasterGraphics | Ink cartridges for printer |
| 8,197.35 | MEUW | 2nd 1/2 of annual dues & electric training sessions |
| 495.78 | Minuteman Press | Bill stuffers |
| 87.36 | NAPA Auto Parts | Truck parts/supplies |
| 692.00 | North Shore Bank * | Deferred Compensation |
| 62,186.28 | Payroll* | 8/31 & 9/14 |
| 65.90 | Perkins Oil | Oil for trucks |
| 61.61 | Piggly Wiggly | Office expenses |
| 142.95 | Pitney Bowes | Equipment rental |
| 1,567.42 | PSC | Various matters before the commission |
| 23,158.04 | Quartz | Health insurance premiums |
| 546.41 | Rhyme Business Products * | Monthly lease payment & usage charges |
| 587.32 | Securian Financial Group, Inc. * | Life insurance premiums |
| 3,822.58 | SEERA c/o Wipfli, LLP | Focus program fee for August |
| 1,335.02 | SBank of CP/Credit Card Pymt* | Building expenses, school expenses, trailer parts, seminar registration, tools & conference registration |
| 151.10 | Carl F. Statz & Sons | Truck parts |
| 409.66 | T.A.S. Communications | Answering service |
| 907.87 | TDS Telecom * | Monthly phone & modem service |
| 164.59 | Trace, Sam | Mileage reimbursement |
| 6,961.51 | United Paving | Asphalt patching |
| 74.92 | The UPS Store | Shipping charges for bill stuffers |

| | | |
|---|--|---|
| 12,618.99 | USABlueBook | Chemical pumps |
| 400.99 | U.S. Cellular * | Monthly cell phone service |
| 7,983.50 | USIC Locating Services | Locating services |
| 226,157.06 | Village of Waunakee | Flexplan, electric & water taxes and re-bills for: Dean & Wolf Paving |
| 7.01 | Weaver Auto Parts | Truck parts |
| 62,753.97 | WI Dept. of Revenue * | State taxes & sales tax paid |
| 1,118,708.29 | WPPI Energy | August power bill |
| 2,647.55 | WPPI Energy | Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, member/ WPPI WAN , member network support and shared meter technician |
| 19,199.54 | WI Retirement System * | Retirement - August |
| 585.00 | WI Rural Water Association | Membership renewal |
| 25.00 | WI State Lab of Hygiene | Water samples |
| 31,931.24 | Zimbrick Chevrolet * | New vehicle |
| Bills Received Subsequent to Packet Delivery | | |
| 2,400.00 | Acker, Tom | Driveway repair caused by water main leak |
| 671.00 | Boardman Clark | Legal: Charter lease & WPL territorial issues |
| 197.62 | Bock, Robert | Refund |
| 1,149.45 | Border States | Substation & UG maintenance |
| 630.34 | Bruce Equipment | Vac truck maintenance |
| 181.71 | Capital City Cleaning & Supply | Shop/office supplies |
| 250.00 | Carroll, Olivia | Scholarship |
| 290.52 | CCP Industries | PPE & vac truck maintenance |
| 55.04 | Cintas Corporation | Uniforms |
| 35.00 | C & M Hydraulic Tool Supply | Tools |
| 7,569.54 | Crescent Electric | Inventory, minor materials & well maintenance |
| 43.93 | Cruz, Marlaine | Refund |
| 149.80 | Gomez, Nuvia | Refund |
| 216.00 | Herlitzka, Tim | Mileage & expense reimbursement |
| 66,784.00 | Honeywell | Electric meters & AMI gatekeepers |
| 2,590.30 | Infosend, Inc. | Billing costs |
| 998.15 | Johnson Controls Security Solutions | Annual service charge for security system |
| 13,530.00 | J & R Underground | Boring work done on Pleasant Dr. & Short St. |
| 327.09 | MG & E | Boosters, wells, service building & lift stations |
| 55.11 | Murphy, Jeffrey & Mary | Refund |
| 356.85 | Northeast WI Technical College | Apprentice line worker tuition |
| 38.38 | Pechan, Daniel | Refund |
| 1,570.00 | Pitney Bowes | Maintenance on bill stuffer |
| 1,265.00 | PSE | Electric mapping updates |
| 7,167.66 | Resco | Inventory |
| 113.73 | Rupp, James & Dorothy | Refund |
| 628.04 | Strand Associates | Assistance with water sampling matter |
| 111.00 | Tri-County Paving | Maintenance of water mains |
| 69.78 | Utility Sales & Services | Truck maintenance |
| 36.00 | Wil-Kil Pest Control | Pest control |
| \$ 1,758,484.93 | Total Amount of Invoices Approved | |

Motion carried.

Public Comment

There was no public comment.

Lease Amendment with Verizon Wireless

The commission discussed a proposed amendment to the lease with Verizon Wireless at the Ripp Park Water Tower. After a discussion, a motion was made by Steve Kraus and seconded by Shirley Nelson to approve a contract amendment with the following terms:

- A new lease amount of \$28,000 plus the \$1,800 for declining the minutes offered in the original contract, making the total annual lease payment \$29,800.
- A one-time payment of \$11,700, which is half of the full amount of the \$1,800 payments for 13 years.

- An up-front payment of \$7,500 for our legal and engineering costs, with a provision to refund actual costs that are less than the \$7,500.

Motion carried.

Electric Overhead and Underground Construction Specifications

The electric department uses various general industry standards for constructing overhead and underground infrastructure. Utility staff presented a set of construction standards to be used by employees in an attempt to standardize operations. The recommended standards have been obtained with permission from the Minnesota Municipal Utilities Association (MMUA).

After a discussion, a motion was made by John Roessler and seconded by Paul Endres to approve the use of construction standards as found in the MMUA Electric Overhead and Underground Construction Specifications book. Motion carried.

Creation of Compensation Committee

The commission discussed forming a Compensation Committee to meet prior to the December meeting. The purpose of the committee is to discuss current and proposed wages for staff and to try to create consensus on recommended salary adjustments to allow for a more efficient use of commission time at the December meeting. The committee would then provide salary recommendations to the full commission at the December meeting. Paul Endres and Chris Zellner indicated support for joining the committee.

Customer Engagement Procedures During Service Interruptions

The commission discussed the current methods used to interact with customers during after-hours service interruptions and methods to improve on this in the future.

Advanced Metering Infrastructure Project

The commission was provided an update on the project. All the gatekeepers are installed and the billing system software changes are complete. There are four meters in the field with one still having communication problems.

Village-Wide Construction Projects

No projects were discussed this month.

Operations Report

An update was provided on televising sewer mains, installing chemical pumps at the wells, the status of the acquisition of additional customers from Alliant, and recent service interruptions.

General Manager's Report

The general manager informed the commission about the results of the anti-phishing efforts, potential changes to the current health plan for 2019, the MMSD budget increase for 2019, and an employee resignation.

Financial Statements

The August financial statements were presented. Consolidated operating income is \$243,000 over budget for the year but the sewer results are \$16,000 under budget due to increased MMSD expenses.

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

Respectfully submitted: _____
Commission Secretary