

Waunakee Utilities Commission Meeting May 22, 2017

Members Present: Paul Endres Steve Kraus Shirley Nelson
John Roessler Chris Thomas Chris Zellner

Excused: Roxanne Johnson

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 Steve Kraus, seconded by Shirley Nelson, to approve the minutes of the April 24, 2017 Utilities Commission meeting. Motion carried.

Bills

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

Vendor	Description	Total
Ace Hardware	Miscellaneous parts/supplies	\$ 365.56
Adams	Refund on deposit	354.23
Advanced Concrete	Water maintenance	510.00
Becker, Courtney	Refund	67.95
Boardman & Clark	Legal: Verizon wireless water tower lease	295.00
Border States	Inventory, URD & transformer maintenance	6,724.40
BP *	Gasoline for trucks	158.18
Bruce Equipment	Vac truck maintenance	3,475.00
Cintas Corporation	Uniforms	348.08
CJ's Lawn & Snow Services	Lawn maintenance	271.00
Conney Safety	PPE	107.85
Cooper Power Systems	W.O. materials	23,643.08
Crescent Electric	Minor materials, URD maintenance, shop/office lights, tools and inventory	9,680.43
Delta Dental	Dental insurance premiums	1,556.53
EFTPS *	941 taxes	26,994.66
Empower Retirement *	Deferred Compensation & Roth	6,824.72
Exxon Mobil *	Gasoline for trucks	1,662.87
Fresco, Inc.	Inventory	18,092.55
Ganser Construction	Refund	50.41
HD Supply Waterworks	Inventory	2,954.60
Integrated Communications	Answering service	175.91
J & R Underground	Electric, telephone and CATV joint work	199,297.50
Karls, Dana	Mileage reimbursement	27.18
Kosmeder, William	Mileage reimbursement	634.51
Madison Investment Advisors	Management fee	4,348.14
Martelle Water Treatment	Water chemicals	3,562.20
Meffert Oil Co.	Gasoline for tractor	52.25
MG & E	Boosters, wells, service building & lift stations	446.03
Minuteman Press	Bill stuffers	527.03
NAPA Auto Parts	Truck parts/supplies	359.11
Neher Electric Supply, Inc.	Street light bulbs	645.00
Niesen & Son Landscaping	Water maintenance	187.50
Northern Lake Service	Water samples	72.70
Office Depot	Office supplies	74.19
Payroll *	4/28 & 5/12	63,666.99
Pepsi	Soda for machine	101.75
Piggly Wiggly	Shop/office supplies & sympathy card	37.65
PSC	Assessment for street light tariff rate	122.50
Resco	W.O. materials and UG maintenance	1,226.05
Securian Financial Group *	Life insurance premiums	625.00
SEERA, c/o Wipfil, LLP	Focus program fee for April	3,689.64
Stafford Rosenbaum	Legal: General corporate	39.00
SBank of CP/Credit Card Pymt*	Membership renewal, computer supplies, school expense, safety school exp., shop supplies, shelving for shop area, clothing, cold mix for water box patches, paper and well maintenance	6,071.77
Statz, Carl F.	Truck parts/supplies	250.00
Stuart C. Irby Co.	Inventory and UG maintenance	1,302.00
TDS Telecom *	Monthly phone & modem service	940.06
United Laboratories	Building, wells & tower maintenance	1,326.21
Unity Health Insurance	Health insurance premiums	22,273.94
The UPS Store	Shipping charges for bill stuffers & water samples	89.00
USA BlueBook	Water chemicals & meter maintenance	257.61
U.S. Cellular *	Monthly cell phone service	307.27
USIC Locating Services, LLC	Locating services	4,367.28
Village of Waunakee	Flexplan, refuse/Apr. and electric & water taxes	130,738.62

Waunakee Touchdown Club	Donation	160.00
Weaver Auto Parts	Building expense	95.91
WI Dept. of Revenue *	State and sales taxes paid	36,834.54
WPPI Energy	April power bill	637,552.11
WPPI Energy	Energy assistance administration, hosted e-mail and financial and accounting software, member network assessment & monitoring, shared meter technician and member/WPPI wide-area-network	798.14
WI Retirement System *	Retirement - April	14,525.75
Wisconsin Shoring & Supply	Water maintenance	370.00
WI State Lab of Hygiene	Water samples	25.00
Yahara Materials, Inc.	Water maintenance	289.64
Bills Received Subsequent to Packet Delivery		
Allen, L.W.	Lift station maintenance	1,205.00
Boardman & Clark	Legal: WPL territory acquisition	29.50
Capital City Cleaning & Supply	Shop/office supplies	163.50
Crescent Electric	URD maintenance	231.23
HD Supply Waterworks	Maintenance of mains & laterals and inventory	2,402.50
Herlitzka, Tim	Mileage & expense reimbursement	80.00
Hometown News	Advertising	598.00
Hometown News	Advertising	78.58
J & R Underground	Bore work for work orders	18,115.00
Office Depot	Office and shop supplies	73.56
Resco	Inventory	4,121.09
Sewer Equipment	New sewer camera	233,757.00
Waunakee Chamber of Comm.	Golf classic	575.00
Weaver Auto Parts	Generator maintenance	98.31
Total Amount of Invoices Approved		\$ 1,504,158.05

Pass-thru cost to utility. No net utility cost.

Refund. (Refunds generally due to move in's/out's.)

Motion carried.

Public Comment

There was no public comment.

North Substation Project Bids and Budget Modification

The following bids were received for the substation project:

MJ Electric	\$163,617
Energis	\$202,250

The commission was also informed about an updated budget estimate, bringing the total project to a revised cost of \$375,000.

After a discussion, a motion was made by John Roessler and seconded by Chris Thomas to approve the MJ Electric bid and budget increase to \$375,000. Motion carried.

Alloy Substation Abandonment and Transformer Sale

The Alloy substation is no longer necessary and staff is proposing that the transformer be sold. Also, a request has been submitted to the Public Service Commission of Wisconsin to approve abandoning the site and related lines.

After a discussion, a motion was made by Steve Kraus and seconded by Shirley Nelson to approve the sale of the transformer. Motion carried.

Lateral Insurance for Customers

The utility has been approached by a company that sells insurance to customers for operational failures in the customer-owned portion of their water and sewer laterals. This company wants to partner with the utility by using our logo in their promotional materials.

The commission discussed this topic but was not supportive of partnering with the company. Staff was asked to remind customers about their responsibility regarding lateral ownership.

Compliance Maintenance Annual Report (CMAR) and Resolution

The utility is required to file a CMAR with the DNR annually. The report for 2016 has been completed with no significant deficiencies noted.

After a discussion, a motion was made by Chris Zellner and seconded by Shirley Nelson to approve the report and Resolution 17-0522, Acknowledging Review of the 2016 DNR Compliance Maintenance Annual Report. Motion carried.

Agreement with Cellular Carriers for Improvements to Main Street Water Tower

The commission reviewed an agreement between the utilities and the cellular carriers that lease space on the Main Street Water Tower regarding the responsibility for certain structural improvements planned for the tower.

After a discussion, a motion was made by Steve Kraus and seconded by Chris Zellner to approve the agreement with the condition that any changes to the draft contract presented are able to be approved by the general manager in consultation with the utility attorney. Motion carried.

Update on Verizon Wireless Contract at Frank H Water Tower

The commission was provided an update on certain matters regarding the lease with Verizon Wireless.

Billing System Conversion

The commission was updated on the status of the utility billing system conversion.

Future Land Needs for Electric Substation and Storage

The commission was provided an update on the status of the land for sale adjacent to the Industrial Substation.

Village-Wide Construction Projects

No projects were discussed this month.

Electric Superintendent's Report

The electric superintendent provided an update on the Century Avenue, At Home Again, and Erdman projects, and the next phase of the WPL territory acquisition.

General Manager's Report

The general manager informed the commission about a recent discussion with MMSD staff regarding unaccounted for sewer volumes, the delivery of the new sewer televising system, and a possible in-kind contribution for the new library.

Financial Statements

The April financial statements were presented. Consolidated operating income is \$32,000 over budget for the month and \$102,000 over budget for the year-to-date.

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

Respectfully submitted: _____
Commission Secretary