

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 7, 2011

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 5:03 P.M., with Commissioners Joe Guidote, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; and Dave Rodriguez, Customer and Utility Services Manager.

Those absent were: Commissioner Bob Fahrbach, Steve Grenell, Project Engineer; Jerry Sturm, Water Plant Supervisor; and John Teale, Technical Services Engineer.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Unfinished Business, Sedimentation Basin Scraper Modification Bids – Co-General Manager/Business Operations Krause reviewed the August 29 letter from McMahon Engineers/Architects regarding the April bid opening for this project. The recommendation from McMahon's is to move forward with the head shaft replacement project, and August Winter & Sons has agreed to a labor deduction in the amount of \$5,600 from their original bid.

The motion by Comm. Roush, seconded by Comm. Guidote, was unanimous on roll call to approve the Notice of Award and Change Order #1 in the amount of \$62,500.00, and to forward this recommendation to the Board of Public Works and Common Council.

Item IV. New Business, MU Workforce Planning – Mrs. Krause discussed the planning document included in the packet. The objective is to ensure operations continue effectively when individuals occupying critical positions are unable to work or depart. The assessment also looks at short term situations as well as long term succession planning for a permanent departure or retirement. The Commission asked management to review comparables of other utilities and private sector including consultant costs.

The workforce and succession plan will be reviewed regularly by management.

Electric and Water Distribution Supervisor – The impacts of Act 10 on the management staff were discussed at previous Commission meetings, and staff was directed to bring forward compression issues. An immediate issue was identified where the supervisor was making less in base pay than the people supervised after the WRS contribution was implemented. There should be a minimum of a 5% differential between the supervisor's and employees, and the standard is closer to 15%.

Co-General Manager/Engineering and Operations Sturm made a recommendation to adjust the salary by 7%, which would be the midpoint.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimous on roll call to approve a 6% salary increase for the Electric and Water Distribution Supervisor, retroactive to the August 25 payroll.

New Job Description, Electric Distribution Technician II – Electric and Water Distribution Supervisor Pichler reviewed the draft job description for Electric Distribution Technician II. This position would relieve some of the day-to-day duties of the supervisor, and would train for short term back-up for the supervisor.

After discussion, the Commission requested this item be held for the Sept. 14 meeting.

Strategic Planning – Management staff had two very productive meetings to review the strategic management plan and evaluate the big picture of the organization. A new mission statement was developed stating “Our primary mission is to provide safe, reliable, and environmentally acceptable utilities at reasonable rates to all customers served by Menasha Utilities”. Commissioner Guidote suggested changing acceptable to sound and all agreed.

Key strategic objectives, goals and performance indicators were developed. Relative to situation assessment, the Commission requested effective dates for the rate order to be included.

The Commission recommended adding a timeline to the objectives, and to define those goals and objectives to be completed in 2012.

The Electric Distribution accomplishments, goals, and objectives were discussed. Item D under goals was asked to be removed since it is a duplicate from the Electric Operations section. There was further discussion on reasons for goals as well as cost/benefits which will be detailed within the budget.

During the Electric Operations and Water Distribution discussion, the Commission asked for more specifics on water losses and replacements.

Due to the time, it was decided that the Water Plant and Steam Utility portions of the Strategic Plan will be discussed at the special meeting next week.

Item V. No one from the Gallery was heard on any items discussed at this Meeting.

Item VI. The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved on roll call to adjourn at 7:07 p.m.

By: JOSEPH P. GUIDOTE
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 14, 2011

Draft

Commission Vice President Fahrbach called the Special Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Joe Guidote, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Jerry Sturm, Water Plant Supervisor and John Teale, Technical Services Engineer.

Those absent were: Commissioner Mark Allwardt and Steve Grenell, Project Engineer.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Unfinished Business, Sedimentation Basin Scraper Modification Bids – Co-General Manager/Business Operations Krause reviewed the budget for the scraper project and reported \$3,900 needed to be added for the McMahan agreement to provide contractor payroll review, and construction and contract management services to complete the project.

The motion by Comm. Guidote, seconded by Comm. Roush was unanimously approved on roll call to add \$3,900 to the project.

New Job Description, Electric Distribution Technician II – Electric and Water Distribution Supervisor Pichler asked to hold this item until the October Commission meeting.

Strategic Planning – Water - the Commission discussed the deep water intake, and staff indicated it is our plan to do a capital improvement plan update to assess system needs and ensure water quality. Items identified in the sanitary survey were also discussed.

Comm. Merkes asked about the large water consumption decrease and fixed costs that still need to be covered, how to strategize to stay competitive, and look at what we have to do.

Steam Plant – the final resolution with bondholders will probably be in 2012 and currently the EPA environmental is on hold until there is an agreement on terms. Co-General Manager/Engineering and Operations Sturm will be providing figures to the Common Council on costs to heat the building for next year.

Fiber – There was discussion regarding Item H, what rate limit means and staff indicated it has to do with upload speed and how to limit this. Technical Services Engineer Teale reported Lakeland College will not be moving forward with a marketing plan but will explore some other options.

Customer Service – There was discussion regarding water conservation. Customer and Utility Services Manager Rodriguez stated programs have not been added to our rate case at this point.

Business Operations Accountant Hubertus asked that we maintain PCI compliance with in-house credit card payments.

Comm. Guidote inquired about a grievance policy; Mrs. Krause reported it will be included on the agenda for the September 28 meeting.

Financial – Other funding sources and staff experiences with grants were discussed. Our background is driven on organization courses to determine what we could be eligible for, but we don't have the background on actually writing grants.

Information Systems – Comm. Fahrback questioned what a server farm would entail. There was also further discussion on what cooperative IT services we are considering; Mr. Teale indicated services are more day-to-day, based on needs.

Item V. No one from the Gallery was heard on any items discussed at this Meeting.

Item VI. The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 6:40 p.m.

By: JOSEPH P. GUIDOTE
Secretary

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