

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

February 23, 2011

Draft

Commission President Allwardt called the Regular 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; 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. Motion made by Comm. Guidote, seconded by Comm. Roush, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of January 26, 2011.
- B. Approve and warrant payments summarized by checks dated Feb. 3 - 23, 2011, which includes Net Payroll Voucher Checks, Void O & M Check #041163, and Operation and Maintenance Voucher Checks for a total of \$625,795.37, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed:
 - Copy of letter to Menasha Utilities dated January 28, from Larry Landsness, Water Supply Engineer, WDNR, re: Disinfection/Log Removal/Inactivation Credits (UV & CT)
 - Copy of letter to Melanie Krause, Menasha Utilities dated January 31, from Dale Lythjohan, WPPI Energy Executive Committee, re: Selection to Rates & Delivery Services Advisory Group
 - Copy of notice from Customers First! Coalition, re: April 6 POWER Breakfast in Madison
 - Copy of letter to Dan Zelinski, dated February 7, from Dave Rodriguez, Menasha Utilities, re: Response to Public Fire Protection Questions
 - Copy of State Fiscal Year 2011 Update #6 dated February 11
 - Copy of letter to Members of the Joint Committee on Finance, dated February 15, from Scott Meske, MEUW Associate Director, re: Concerns with Certain Provisions of Special Session Senate Bill 11

The Commission congratulated Co-General Manager/Business Operations Krause on her appointment to the WPPI Energy Rates & Delivery Services Advisory Group, and complimented Manager of Customer and Utility Services Rodriguez for the thorough response to Mr. Zelinski regarding his public fire protection questions.

Item IV. December and January Financial and Operations Statements ó Business Operations Accountant Hubertus reviewed the memorandum included in the packet for the month of December representing the year to date activity.

The summary indicated the electric utility had a decrease in consumption compared to budget, the water net operating income was slightly better than budgeted despite the decrease in consumption for all users, and the telecommunications utility was slightly lower than budget for 2010.

Co-General Manager/Business Operations Krause added the audit was completed last week with no adjustments, and Schenck Associates will make their report at the March meeting.

For the month of January the consumption of electricity increased compared to budget. Water usage was down overall, and one of the large industrial customers has changed their operations and will have significantly less water usage going forward resulting in a \$60,000 loss annually that will affect the budget. Chemical costs are over budget due to soda ash and alum usage. In addition, the water loss ratio was high for December and January and is being investigated.

Mike King, Post Crescent, arrived at 5:20 p.m.

Water Plant Supervisor Jerry Sturm reported on the chemical issues and turbidity problems the past two months.

After discussion, the Commission accepted the December and January Financial and Operations Statements as presented.

Item V. Claims Against The Utility ó there were no claims discussed at this meeting.

Item VI. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes. Mr. Jerry Sturm stated the utility tractor price comparisons were updated from last September resulting in a lower price than budgeted. A purchase order will be issued to Swiderski Equipment, Appleton, for a Cub Cadet utility tractor, in the amount of \$17,895.00.

Item VII. Unfinished Business, Update on Menasha Utilities Email System ó Technical Services Engineer Teale reviewed his response to questions raised at the last Commission meeting regarding the proposed change by WPPI Energy from Groupwise Email to Microsoft Hosted Exchange Online Email.

After reviewing options, the recommendation would be to move to the Microsoft Exchange option when WPPI Energy schedules Menasha Utilities for the conversion in April.

The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved on roll call to move to the Microsoft Hosted Exchange Online Email through WPPI Energy.

Item VIII. New Business, Sedimentation Basin Scraper Improvements, McMahan Agreement for Professional Services óSupv. Jerry Sturm added the bidding process will be ready next month with a tentative bid opening mid-April.

2010 Raw Water Turbidity Study ó Supv. Jerry Sturm gave an update on turbidity studies done over the past several years with the cities of Appleton and Neenah. It appears to be the location on the lake of the intake that makes the biggest difference.

There is a meeting scheduled with the DNR on March 16 to discuss the sanitary survey results and positions the utility will have to take in the future regarding Phase 2 and Phase 3. An extension to the response date to the sanitary survey will be set at this meeting.

Item IX. Project Reports, UV Certification ó Supv. Jerry Sturm announced the UV system is up and operating, and it is within compliance meeting or exceeding all standards that need to be in place by 2013.

WPPI Energy Transaction ó Mrs. Krause reported there will be a meeting held on Monday with WPPI Energy to review items to be accomplished before April 6.

Mike King, Post Crescent, departed at 6:20 p.m.

Item X. Staff Reports, Co-General Manager/Engineering and Operations ó there were no additional questions to the report presented.

Electric and Water Distribution/Safety Report ó Electric and Water Distribution Supervisor Pichler reported the tree trimming project is going slower than expected due to the weather. He also gave an update on the induction lighting installation and the upcoming Lake Road East project.

Water Plant ó Supv. Jerry Sturm reported the sodium hypochlorite tank replacement is almost completed, and some of the work done by the EMTs was invaluable.

Project Engineer ó there were no additional questions to the report presented.

Telecommunications & Substations ó Mr. Teale stated the wall construction has been completed at the fire station and fiber can be installed.

Mrs. Hubertus added Lakeland College is interested in doing a marketing study for the telecommunications utility probably during the summer semester.

Co-General Manager/Business Operations, Customer and Utility Services, and Energy Services Representative/Key Accounts ó there were no additional questions to the report presented.

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

Item XII. The motion by Comm. Roush, seconded by Comm. Guidote, was unanimously approved on roll call at 6:35 p.m. to convene into Closed Session pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Litigation

And motion to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Review of Co-General Managers

By: MARK L. ALLWARDT
President

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.