

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 26, 2012

**Draft**

Commission Vice President Roush called the Regular Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Joe Guidote, Don Merkes, and Dan Zelinski present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; and Tim Gosz, Water Plant Supervisor.

Water Plant Maintenance Mechanics/Operators Rob Ujadzowski and Dennis VanDinter, Union President Tricia VanDinter, Union Representative Mary Scoon, Water Maintenance Worker Donald Kieper III, Storeskeeper Steve Ritchie, and retiree Pam Britzke were also present.

Those absent were: Commissioner Mark Allwardt and the Press.

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

Item III. Closed Session – the motion by Comm. Guidote, seconded by Comm. Merkes was unanimously approved on roll call 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: Grievance

After discussions, Water Plant Maintenance Mechanics/Operators Rob Ujadzowski and Dennis VanDinter, Union President Tricia VanDinter, Union Representative Mary Scoon, Water Maintenance Worker Donald Kieper III, Storeskeeper Steve Ritchie, and retiree Pam Britzke departed.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to reconvene into Open Session of the Regular Meeting of the Water and Light Commission at 6:07 p.m.

At this time Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer joined the meeting.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to deny the grievance because Article XIX (E) of the union contract does not apply. The technician position is not in the process of being posted, and the union conceded that it was not objecting to the non-posting of the position, pending completion of the organizational study. In order for the section to apply the job posting process would have to be in process. Article XIX (E) states: The Utility may temporarily fill a vacant position by assigning an employee from within the department to said vacancy, while the job posting procedure is being carried out.

The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved to charge management with looking at the open Water Plant Technician position and determining how much of that position can be filled or what time is available by the Maintenance staff, and allow them to fill that portion of the job on a relief basis with a 5% pay differential. The portion of the Water Plant Technician work that the Maintenance staff does not have time to do or are not qualified to do can be completed by the Electro-Mechanical Technicians. The purpose of the motion is to try to work something out outside of the labor management agreement to try to recognize that if there is a problem, it can be recognized, worked on internally, and try to work it out amicably.

With the arrival of Gary Rosenbeck, McMahon Associates, Item IX. A. McMahon Agreement for Source Water Sampling was advanced for discussion.

Co-General Manager/Engineering & Operations Sturm stated staff met with McMahon Associates personnel to discuss the path forward for the Water Utility in general, and the 2010 Sanitary Survey discussions with the DNR. Concurrence was to take a slow and sure path to get the needed information and to obtain agreement from the DNR on information to be used to judge water quality. The scope of services included in the packet was a result of this discussion.

Mr. Rosenbeck reviewed the scope of services for this project to identify multiple sampling locations, identify water quality parameters to be analyzed, develop sampling protocol that would be utilized in the collection of samples, and monitor water quality in the existing pretreatment basin to determine optimum pretreatment detention time. Part of this plan is to also meet and affirm with the DNR they are in agreement with the information being obtained.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved to accept the proposal from McMahon Associates for the Development of Water Quality Sampling Program in the amount of \$4,600.00.

Mr. Rosenbeck departed.

Item IV. Motion made by Comm. Merkes, seconded by Comm. Guidote was unanimous to approve the following:

- A. Minutes of the Regular Meeting of August 22, and the Special Joint Commission/Common Council Meeting of August 22, 2012.
- B. Approve and warrant payments summarized by checks dated August 30, and Sept. 6 - 26, 2012, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$1,174,419.95, 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 dated August 13 to Menasha Utilities from Stephen Tillery, Korein Tillery, re: Federal Class Action Settlement
  - Copy of memorandum dated August 29 to MEUW Members from Dave Benforado, MEUW Executive Director, re: Comments Filed With PSC
  - Copy of Executive Order dated August 30 from The White House, Office of the Press

Secretary, re: Accelerating Investment in Industrial Energy Efficiency

Copy of letter dated Sept. 7 to Menasha Utilities from Louie Cornelius, State of WI  
Office of the Commissioner of Insurance, re: Policy Terms & Renewal Premiums  
Copy of email correspondence dated Sept. 12 & 17 from Mayor Merkes to Comm.  
Guidote, re: Appointment to Utility Commission

Item V. August Financial and Project Status Reports – Co-General Manager/Business Operations Krause added the dark fiber customer has given notice as of the end of September.

After discussion, the Commission accepted the August Financial and Project Status Reports as presented.

Item VI. Claims Against The Utility – there were no claims discussed at this meeting.

Item VII. There were no Purchase Orders over \$10,000.00 issued since the last Commission meeting.

Item VIII. There was no Unfinished Business discussed at this meeting.

Item IX. New Business, Adoption of Tree Trimming Practices and Standards – Electric and Water Distribution Supervisor Pichler reported the tree trimming program is done to meet the ANSI and ISA Standards. As part of the Tree Line USA Program designation, the practices and standards need to be officially adopted.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to adopt the Tree Trimming Practices and Standards.

Revised MEUW/APPA Safety Manual – Mr. Pichler stated training is done routinely and there have been some revisions to the safety manuals involving PPE clothing, rubber gloves, and documenting and reviewing job briefings.

The motion by Comm. Guidote, seconded by Comm. Zelinski, was unanimously approved to adopt the Revised MEUW/APPA Safety Manual.

MEUW District Dinner Meetings – Mr. Sturm made note of the agenda for the district meetings. Menasha is part of District 4 and that meeting will be held in Two Rivers on October 25. Reservations need to be made a week prior to the meeting.

2013 Electric Budget Review & Approval – Mrs. Krause stated an executive summary was added to the Strategic Management Plan. Comm. Roush requested holding discussion on the Strategic Plan for the Water Budget meeting and moving on to the Electric Budget Review.

After review and discussion, two changes were recommended by the Commission. The first was Item 13 in Business Operations, Replacement of 91 Gallon and 40 Gallon gas hot water heaters. The motion by Comm. Zelinski, seconded by Comm. Merkes, was unanimous to change the amount to \$1,800.00. The second was Item 11 in Business Operations, Asphalt replacement at

Office Complex. The motion by Comm. Merkes, seconded by Comm. Roush was unanimous to move the asphalt project out one year and to approve \$2,800.00 for crack sealing.

There were no other changes, and the motion by Comm. Merkes, seconded by Comm. Zelinski was unanimous on roll call to approve the 2013 Electric Budget with the two changes noted above.

Item X. Project Reports, Telecommunications Update – Mrs. Krause reviewed recommendations included in the Business Plan and the financial impact of the loss of the dark fiber customer in the fourth quarter of 2012.

Even with new dark fiber rates being proposed there are savings to the Utility and the City compared to having the service provided by another vendor. Internet rates are comparable and the rates for those several customers have never been raised. From a budgeting standpoint, staff is proceeding under Option 2, and any savings would be applied to debt service.

Water Plant Projects – Water Plant Supervisor Gosz reported conduits for the high lift pump station have been installed. The Allen-Bradley switchgear has a delivery date the first week of December.

Water Distribution Projects – Mr. Pichler added the Hietpas projects are on their final street.

Mr. Sturm reported on the canal crossing and issues with the boring; the subcontractor has pulled off the job. The general contractor is working hard trying to secure another boring contractor.

Metering Practices and Plan – Mr. Sturm added field inspections were completed at the Sonoco substation, and Chapman Metering will be here October 1 to complete meter verifications at Sonoco and some 13.8 KV customers. There was not a quotation received from the other vendor so we will be staying with Chapman Metering. There have not been any additional metering issues discovered.

Item XI. Staff Reports, there were no additional questions to any of the staff reports presented.

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

Item XIII. The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 8:10 p.m.

By: JOANNE ROUSH  
Vice 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.