

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 5, 2012

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:05 A.M., with Commissioners Joe Guidote, Joanne Roush, 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; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and Lonnie Pichler, Electric and Water Distribution Supervisor.

Those absent were: Commissioner Don Merkes, and Technical Services Engineer John Teale.

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

Item III. New Business, 2012 Water Plant Budget Discussion, Sedimentation Basin Repairs - Co-General Manager/Engineering & Operations Sturm reviewed the memorandum regarding the repair of the sedimentation basin concrete walls. With current staffing levels at the Water Plant it is not practical to attempt a project of this magnitude, and staff is recommending the use of an outside contractor to repair the east side of the sedimentation basin as identified in lines 1 & 2 of the 2012 Budget. Additional funds will be in the 2013 budget to complete the necessary repairs to the west side basin.

Technical Services Engineer Teale arrived at 8:20 a.m.

The Commission concurred with having the repair of the east side walls completed by an outside contractor, and that issuing an RFP for this work should include a report on the cost impact of extensive repairs.

Rebuild #4 High Lift Pump – Staff was requesting to postpone the rebuild project and to use those funds to purchase a boat for taking water samples. Comm. President Allwardt questioned who will be collecting the water samples, what work will not be done when that person is collecting the samples, what is the cost of outsourcing the sample collection, and has safety and liability been considered with having an employee do the sample collection.

Mr. Sturm reported on a meeting with Donahue Engineering regarding source water study, who estimated it would be a minimum of \$350 per trip to collect samples on a weekly basis. If a boat was purchased, insurance would be required to cover our employees. It was felt that our own employees would be the most qualified to collect the samples at a reasonable cost and protect the chain of custody.

Comm. Allwardt requested more detailed information on collecting samples.

Comm. Merkes arrived at 8:30 a.m.

Capital Improvement Plan - Staff requested that funds remaining in the 2012 Source Water Quality Study be moved to the 2013 Source Water and Pre-Treatment Capital Needs Study; the Commission agreed to carry over the funds to 2013.

Strategic Planning for 2013- Co-General Manager/Business Operations Krause reviewed the updates from 2012 incorporating year end information in order to provide a better understanding of the various utilities.

A discussion was held on a customer feedback survey completed for WPPI Energy communities evaluating customer awareness and participation in programs. There is an option to receive results from Menasha Utilities customers participating in the survey that may be helpful in completing the strategic plan in terms of relationships with customers.

The strategic initiatives, performance indicators, and measurements of success still apply and no changes were made from the prior year. After discussion on accomplishments for 2012, it was recommended that the accomplishments should relate to the goals and objectives for 2012, and the goals for 2013 should be separated from future years. It was also recommended to capture measurements and determine how they will be utilized on a more global scale. The Commission would like to see the goals and objectives for each department separated into three categories – sustain and operate, 2013, and 2014 and beyond.

From a strategic standpoint, Comm. Roush indicated she would like to see some scenario planning in the event of the loss of one large industrial customer and options that could be put in place now. Comm. Merkes commented on leveraging both the City and Utility economic development partnership to grow the right kinds of businesses and residential areas to be the most profitable for the Utility.

A discussion was held regarding acquisition of WE Energies customers in the City of Menasha, the priorities, what the cost would be, return on investment and information to include in the 2013 budget.

The retention and recruitment opportunities through the Ignite Fox Cities Initiative were also discussed. There is concern from the Utility perspective on where funding would come from, and the City has agreed to participate in 2013. Comm. Roush recommended including the cost of a strategic overview of the utility five years from now with or without the major industrial customer, and what can be done to grow our base within our boundary agreements.

Comm. Guidote proposed following through with the current strategic management plan template to include a little more big picture thinking, i.e., diversification, long range thinking with regard to how to handle certain contingencies in the future, and then the Commission can talk about and agree upon what kind of format they want. He also suggested supplementing the strategic plan with an executive summary for 2013 keyed on the three strategies of providing safe and reliable service, financial focus including rates, and customer service and satisfaction. It should include one important goal for each main focus and how it ties into improving services during the year.

Comm. Guidote departed at 10:30 a.m.

The Commission requested an executive summary to be included with the 2013 budget at the next regular meeting, and there will not be a need to meet next week as previously scheduled.

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

Item V. The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved to adjourn at 10:40 a.m.

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.