

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

July 25, 2012

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Joe Guidote, Don Merkes, 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; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer. Don Voogt, McMahon Associates was also present.

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

Item III. Motion made by Comm. Roush, seconded by Comm. Guidote, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of June 27, 2012.
- B. Approve and warrant payments summarized by checks dated July 5 - 25, 2012, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$803,006.19, 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 MEUW 2012 Charlie Bradburn Pillars of Public Power
  - Copy of letter dated June 20 to Menasha Utilities, from Larry Landsness, WI DNR, re: SWTR Compliance Summary
  - Copy of June 29 Menasha Utilities Wellness Committee Meeting Notes/Ideas
  - Copy of memorandum dated June 29 to WPPI Benefit Plan Trust Board/ Participant Municipal/Utility Leaders, re: projected premium increase for 2013
  - Copy of WI Dept. of Employee Trust Funds Employer Bulletin dated June 29
  - Copy of letter to Menasha Utilities dated July 3, from WI DNR Financial Assistance Specialist Meja Maka, re: Safe Drinking Water Loan Program
  - Copy of letter dated July 16 to Menasha Utilities, from Community Clothes Closet, re: Being Cool for School Program

Mike King, Post Crescent, arrived at 8:05 a.m.

Item IV. June Financial and Project Status Reports – Business Operations Accountant Hubertus reported the consumption of electricity increased by .75% overall compared to budget for the month of June. Several projects in electric have been delayed and most of them will be part of next year's budget.

Water consumption increased 48% during the month primarily due to our resale and industrial customers using more water.

Energy Services, Telecommunications and Steam were the same as last month.

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

Item V. Claims Against The Utility – 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.

Item VII. Unfinished Business, Amendment #1 to McMahon Agreement for Professional Services – Comm. President Allwardt stated the concern of the Commission from the previous meeting was why these services weren't included in the original estimate.

Don Voogt, McMahon Associates, discussed the issue of PLC programming being part of construction costs and not being included in the engineering scope. He also reviewed the short time frame for submitting information to the Safe Drinking Water Loan Program and stated this project was dependent on available funding. The project was overly simplified when it was first envisioned and there was very little interaction with engineering staff. It did make the list late in the year and there was a narrow amount of time to comply with the SDWL deadlines.

Co-General Manager/Business Operations Krause added the cost for Amendment #1 was included in the overall cost of the project.

After further discussion, Mr. Voogt asked to resubmit a revised amendment for action at the next meeting and the Commission agreed.

Mr. Voogt departed.

City Ordinance Regarding Fluoride Treatment of Water – Water Plant Supervisor Gosz reviewed the historical information regarding treating the water with fluoride in the City of Menasha. Currently there is no City ordinance addressing this issue, and the Water Plant is meeting recommended levels. In most cases the fluoride issue is a decision made by the community, and the Commission referred this item to the Public Health Department for guidance.

Comm. President Allwardt advanced Item VIII, New Business, Recognition of Quarter Century Club Inductees for 2012 and presented Stephen Ellisen, Water Plant Operator, with a certificate of recognition and appreciation for his 25 years of service. Tina Jansen, Electric Distribution Technician Assistant, was also recognized for her 25 years of service, but was unable to attend this meeting.

Update on Water Plant Plan/Intake – Co-General Manager/Engineering and Operations Sturm discussed the revised response that once reviewed by the City Attorney will be put into letter format as a reply to the DNR deficiencies listed in the 2010 Sanitary Survey. In discussions with the DNR it was agreed to collaborate on criteria to determine the source water is from the best available source which is practicable and to address all deficiencies listed in the 2010 survey.

Mr. Sturm also reported on discussions with AB & H, now part of the Donahue Water Engineering Group, who completed the original 1999 water quality study. A copy of this study will be provided to the Commission via email for their information. A meeting will be scheduled with Donahue to discuss the past study and criteria for the upcoming study.

Commissioner Zelinski departed at 9:30 a.m.

New Business, Radio System Communication Agreement – Technical Services Engineer Teale reviewed the status of our current radio system and on discussions with the Department of Public Works, whose system does not meet new FCC regulations set to take effect January 1, 2013.

Staff recommends the joint purchase of the capital equipment for the new radio system with the City of Menasha in the amount of \$20,000, but use the existing radio system until the time is deemed necessary to use the new system. \$15,000 was budgeted in 2012 for the Radio System Repeater Relocation, and the remaining \$5,000 will come from the Network Server.

Mrs. Krause added approval would be needed from the PSC on the interdepartmental agreement.

The motion by Comm. Guidote, seconded by Comm. Roush, was unanimous to approve the joint purchase of the capital equipment as recommended by staff, and to approve the Radio System Communications Agreement with the City of Menasha.

Mike King, Post Crescent, departed at 9:35 a.m.

Item IX. Project Reports, Telecommunications Update – Mrs. Krause stated staff is working on a marketing/business plan and this item will be on the August meeting agenda.

Water Plant Projects – Mr. Gosz reported most of the time and efforts by staff have focused on taking care of the raw water.

Water Distribution Projects – Electric and Water Distribution Supervisor Pichler gave an update on the status of the main construction project.

Metering Practices and Plan – Mr. Sturm reported on a meeting with Forester Engineering; staff is waiting on a proposal for meter field verification. He added reports have been received from Chapman Metering and they will be reviewed by the internal group.

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

Project Engineer – Project Engineer Grenell handed his report out at the meeting. He gave an update on the breaker leak at the Northside Substation and stated it will be scheduled for repair in September.

Electric and Water Distribution/Safety Report, Telecommunications & Substations, Water Plant, and Co-General Manager/Business Operations – there were no additional questions to the reports presented.

Customer Services – Customer Services Manager Maurer added the new lobby hours were working well.

Mayor Merkes thanked Mrs. Maurer and Energy Services Representative Lisa Miotke for their efforts in the Utility having a presence at the downtown Farmer’s Market.

Energy Services Representative/Key Accounts – 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. Guidote, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 9:50 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.