

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 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; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; John Teale, Technical Services Engineer; Lisa Miotke, Energy Services Representative, and the Press.

Also present were Tim Gosz, Chief Water Plant Operator, Peggy Jesion, WPPI Energy Key Accounts Manager, and Don Voogt, McMahon Associates.

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 December 21, 2011.
- B. Minutes of the Closed Session of December 21, 2011.
- C. Approve and warrant payments summarized by checks dated December 29, 2011, and Jan. 5 - 25, 2012, which includes Net Payroll Voucher Checks, Void O & M Check #42863, and Operation and Maintenance Voucher Checks for a total of \$827,876.64, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting, not to exceed \$300,000 over and above the Purchased Power Bill and Payroll. Motion approved unanimously on roll call.
- D. Correspondence, as listed.
Copy of letter dated January 3, 2012, to Melanie Krause, Menasha Utilities, from David Prochaska, WI PSC, re: Application to Increase Water Rates

Item IV. November Financial and Operations Statement – Business Operations Accountant Hubertus reviewed the increase in electric consumption for the month compared to budget.

In response to a question raised at the last meeting, Co-General Manager/Business Operations Krause reported on the financial impact of a potential customer closing.

In the Water Utility, more chemicals were used than budgeted due to demand and water quality.

After discussion, the Commission accepted the November Financial and Operations Statement 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 purposes. All three were annual purchase orders.

Item VII. Unfinished Business – there was no Unfinished Business discussed at this meeting.

Peggy Jesion, WPPI Energy Key Accounts Manager, introduced Lisa Miotke, Energy Services Representative.

Item VIII. New Business, with the presence of Don Voogt, McMahon Associates, Items C & D were advanced for discussion.

Amendments to McMahon Agreement for Professional Services – Amendment #1 modifies the original agreement dated March 14, 2011, for high lift pump station modifications and abandonment of the Manitowoc Street elevated tank. The lump sum fee increases from \$18,900 to \$25,400 due to changes in the original scope of services.

The motion by Comm. Allwardt, seconded by Comm. Guidote was approved to amend the Agreement for Professional Services for a lump sum fee of \$25,400. Comm. Allwardt, Guidote, Merkes, and Roush approved with Comm. Zelinski abstaining due to not being on the Commission for the beginning of the project.

The amendment in the amount of \$7,900 for programming will be brought back to the next meeting.

Award of Bids for 16 inch Transmission Main Construction and Water Main Replacement Projects, Elevated Water Tank Demolition, and Standby Generator & Motor Control Modifications – after discussion on priorities and timelines for all the projects, Safe Drinking Water funding, and impact on cash flow, Comm. President Allwardt requested additional information on the cost of the original scope compared to the projected budget, options to meet the original budget amount, and comparisons of the original options versus those being proposed.

The motion by Comm. Zelinski, seconded by Comm. Guidote, was unanimous to table the award of bids of all the projects until additional information is prepared. A special meeting could be held to discuss these items.

Travel Request – SD Myers – Project Engineer Grenell requested authorization for Gregg Peterson, Electro-Mechanical Technician, to travel to Ohio for transformer maintenance management education. This item was included in the 2012 budgeted training schedule.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to authorize the travel request.

Pole Attachment Drawings – Mrs. Krause reviewed the communication from Boardman & Clark Law Firm regarding updating pole attachment drawings and sharing the cost with other utilities. There have been three code updates, and the cost would depend upon the number of utilities participating. Mrs. Krause was asked to bring this item back when there is a cost estimate.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mrs. Krause reported the settlement has been officially closed and funds were dispersed.

Telecommunications Update – Technical Services Engineer Teale gave an update on discussions with Wisnet and Fox Lodge.

Water Projects – Mr. Grenell reported on the sedimentation basin scrapper rebuild, and stated the polymer and silicate systems need to be commissioned.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – Co-General Manager/Engineer and Operations Sturm responded to questions regarding fencing at the Melissa Substation, the EPA settlement discussions, communications regarding the GE leased equipment, and potential interested parties in the Steam Plant.

Project Engineer – Mr. Grenell reported on the tap changer failure at the Northside Substation on December 30.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler added the primary cables for the Ponds of Menasha residential project have been energized, and tree trimming is scheduled to begin this week. In addition, he reported there were five main breaks yesterday.

Telecommunications & Substations, Water Plant, and Customer Services – there were no additional questions to the reports presented.

Co-General Manager/Business Operations – Mrs. Krause reviewed the items from page two of her report which was inadvertently missing from the packet.

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. Merkes, was unanimously approved on roll call at 9:58 a.m. 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.