

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 27, 2013

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer; Energy Services Representative Lisa Miotke, and Don Voogt of McMahon.

Those absent were: Electric and Water Distribution Supervisor Pichler.

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. Zelinski, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of October 23, 2013
- B. Minutes of the Special Meeting of October 16, 2013
- C. Minutes of the Special Meeting of November 18, 2013
- D. Approve and warrant payments summarized by checks dated October 3 & November 7-27, 2013, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$896,507.89, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- E. Correspondence as listed:
 - Copy of letter dated November 12 from State of Wisconsin Department of Natural Resources RE: Engineering Report Review
 - Copy of letter dated October 21 from the Public Service Commission of Wisconsin RE: Final Decision on application for authority to increase electric rates

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

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented; all were 2014 budgeted items.

The motion by Comm. Roush, seconded by Comm. Allwardt was unanimous on roll call to approve the purchase orders as presented and the reallocation of \$35,000 from the 2013 Road Repairs for Main Breaks and Required Maintenance to the 2014 Water Meter-AMR Group Replacement budget.

With the presence of Don Voogt of McMahon New Business, Item A was advanced for discussion.

New Business, Low Lift Pump Replacement Agreement, McMahon – Don Voogt of McMahon updated the Commission that the DNR has approved the feasibility report which includes the

installation of two vertical raw water pumps and the relocation of the raw water pipe in the water plant.

The motion by Comm. Kordus, seconded by Comm. Roush was unanimously approved to accept the agreement for professional services from McMahon for design, bidding and construction phase services of the Low Lift Pump Replacement & Raw Water Pipe Re-Location in the amount of \$43,100.

Don Voogt departed at 8:10 am.

Item VI. Unfinished Business, Source Water Sampling Update – Water Plant Supervisor Gosz reported the sampling for the Source Water Study is continuing to be done weekly. Data for the Head House Basin will be included in the December Commission meeting.

Item VII. NorthStar Conference – Customer Services Manager Maurer discussed the different break-out sessions she attended at the conference.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – Totals from the recycling events; collection agency data; and Focus on Energy Programs with incentive dollars were included in the October report.

Energy Services Representative Miotke discussed St. Mary's utilizing \$25,000 of the Shared Savings Program in order to change their classroom lighting.

October Financial and Project Status Reports – Electric consumption increased 1.58% compared to budget; year-to-date revenue budget numbers are lower than anticipated mainly due to the timing of the rate case effective date; the cost of power was higher than budgeted by 2.26%; and the underground riser testing was completed earlier than anticipated and was under budget by \$10,782.

Water consumption increased less than 1% compared to budget with year-to-date still up 10.62% and system losses for the month are back to normal.

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

C. Project Reports, Water Plant Projects – The water reservoir wall repair will be postponed until spring of 2014 and bids are due on December 4th for the #4 High Lift Pump Rebuild.

Metering Practice & Plan – Chapman has completed the CP2, CP3 and CP4 customers.

Steam Plant RFP – Five proposals were received and are being reviewed and discussed with the City of Menasha.

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

Item X. The motion by Comm. Roush, seconded by Comm. Merkes, was unanimously approved on roll call to adjourn at 9 a.m.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.