

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

December 18, 2013

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners **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; **Lonnie Pichler**, Electric and Water Distribution Supervisor; and **John Teale**, Technical Services Engineer.

Those absent were: Commissioner Kordus.

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 November 27, 2013
- B. Approve and warrant payments summarized by checks dated December 5 - 18, 2013, which includes Net Payroll Voucher Checks, Void O & M Check #500150, and Operation and Maintenance Voucher Checks for a total of \$540,390.58, 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 Order #09-C-0122 from the United States District Court For the Eastern District of Wisconsin dated November 7<sup>th</sup> Re: Termination of Sierra Club Consent Decree  
Copy of letter dated November 27 from UW Fox Valley Foundation RE: Scholarship for the 2014-15 Academic Year

Item IV. Claims Against The Utility – Electric and Water Distribution Supervisor, Pichler, gave details of the incident. Comm. Roush requested that information be sent to customers advising them to install power conditioning equipment to protect themselves against these situations.

After discussion the motion by Comm. Allwardt, seconded by Comm. Roush was unanimously approved to issue a formal notice of disallowance for the claim of Trinity Lutheran Church & School, 300 Broad Street, and that they be advised of their statutory rights pursuant to Wis. Statute §893.80.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, Source Water Sampling Pre-Treatment Basin Study – Water Plant Supervisor Gosz updated the Commission on the Pre-Treatment Basin Study, stating the water characteristics show improvement as it travels thru the basin.

Bromide Update – Mr. Gosz presented information on bromide.

Item VII. New Business, Update on Union Recertification – General Manager Krause stated the Union voted not to recertify on December 11<sup>th</sup>, 2013.

Employee Handbook and Changes to Employee Handbook for 2014 – Ms. Krause explained the Draft Employee Handbook was created by merging the current Bargaining Agreement and the Employee Work Rules & Policy book; changes to this merged document were due to legal reasons, current practices, and policy updates. In addition to the Draft Employee Handbook other items to change for 2014 were recommended to the Commission.

A lengthy discussion ensued between staff and Commissioners regarding the recommended items to change. The major items discussed were overtime and sick leave policies.

Commissioners requested that Management schedule meetings with employees to review the recommended items for the Commission to consider and report back at the January Commission meeting. Suggested parameters were given; not creating a liability and maintaining a neutral cost compared to previous years for sick leave.

Commissioner Zelinski and Technical Services Engineer departed at 9:00 a.m.

In the absence of Secretary Zelinski, Commission President Allwardt appointed Commissioner Merkes as acting secretary.

The motion by Comm. Merkes, seconded by Comm. Roush was unanimous to approve the Employee Handbook, as presented, not including the “Changes to the Employee Handbook for the Commission to Consider”.

Wage Increases for 2014 – Commissioners discussed a base pay increase for 2014 and requested that Management work with employees to create a merit pay plan based on goals and performance.

The motion by Comm. Merkes, seconded by Comm. Allwardt was unanimous on roll call to approve a 1% base wage increase across the board.

Project Engineer Grenell departed at 9:37 a.m.

Process for General Manager’s Evaluation – Commission President Allwardt stated the process of evaluation would be similar to last years with discussions being held with the management team in January.

2014 Commission Meeting Calendar – Commissioners discussed the proposed meeting schedule for next year. Commissioner Roush suggested changing the November meeting from November 26<sup>th</sup> to November 19<sup>th</sup>.

The motion made by Comm. Merkes, seconded by Comm. Roush was unanimous to approve the 2014 Commission Meeting Calendar with November’s meeting changed to November 19<sup>th</sup>.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The November report was discussed. Mrs. Krause added Menasha Utilities was recognized by the Wisconsin Clean Transportation program for leadership in the advancement of alternative fuels and technology in the state of Wisconsin.

November Financial and Project Status Reports – Electric consumption increased by 0.27% compared to budget with year-to-date coming in at budget; revenues are down due to the difference in budgeted PCAC, ECA and DCA rates; and the cost of power was lower than budget by 5.7%. The projected year end net cash balance is expected to meet the budgeted goal.

Water usage increased 17.15% compared to budget driven primarily by an industrial customers increase usage and overall consumption for the year is up 11.18%. Chemical costs are higher than budget by \$2,500 for November with year-to-date total at 8% less than budgeted.

The router for the WiscNet internet connection was purchased for the Telecommunications Utility.

Costs have begun for the GE equipment removal on the Steam Utility Financials.

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

Project Reports, Water Plant Projects – The High Lift Water Main Replacement and the West Basin Repair Project are both complete.

Metering Practice & Plan – Work is scheduled to begin on the service manuals.

Steam Plant RFP – Details of the 5 proposals received are being reviewed by staff and will be presented to the Commission soon.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Roush, 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: Performance Evaluation of General Manger.

By:     MARK L. ALLWARDT             DAN ZELINSKI             DON MERKES  
          President                         Secretary                 ACTING SECREATRY

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