

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 22, 2014

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and John Teale, Technical Services Engineer.

Those excused were: Commissioner Roy Kordus and Project Engineer Steve Grenell.

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 September 24, 2014
- B. Approve and warrant payments summarized by checks dated September 29-30 and October 2-22, 2014, which includes Net Payroll Voucher Checks, Void O & M Checks #500984 & 500996, and Operation and Maintenance Voucher Checks for a total of \$561,968.41, 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 Menasha Utilities Newsletter dated October 2014

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 for informational purposes.

Item VI. Unfinished Business, Water Utility Benchmark Report – General Manager Krause presented water utility comparisons of rates, gallons sold, total debt, and expenses compared to surrounding communities.

Item VII. New Business, Election of Commission Officers – The motion by Comm. Merkes, seconded by Comm. Roush was unanimously approved to elect Commissioner Allwardt as Commission President. The motion by Comm. Allwardt, seconded by Comm. Merkes was unanimously approved to elect Commissioner Roush as Commission Vice-President. The motion by Comm. Zelinski, seconded by Comm. Roush was unanimously approved to elect Commissioner Kordus as Commission Secretary.

Investment Accounts – Current Menasha Utilities Investment Accounts and balances were discussed along with Projected 2015 year-end balances. The Water Utility Reserve balance will be assessed by staff due to the tear down of the Manitowoc water tower and loss of water tower rental income. The Lead Services Fund purpose description inadvertently included copper

services; only lead services would be replaced. Commission asked staff to look into staggered GAC replacement funded from the Chemical Stabilization Fund.

Change Order #1, McMahon – Change order # 1 for the Low Lift Pump Replacement & Raw Water Piping modifies the contract from \$429,900 to \$433,077.22. The change order is being requested for reimbursement of costs for obtaining a building, plumbing and electrical permit.

Commissioners asked to have the permits pricing and necessity verified then brought back for further review.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The September report was discussed.

September Financial and Project Status Reports – For the month of September, electric consumption increased 1.23% compared to budget. Year-to-date expenses are lower than budget due mainly to open positions, reduced cost of power and lower than budgeted health insurance premiums.

Water expenses are lower than budget due to lower than budgeted health insurance premium costs, chemical cost and timing of road repair invoices.

Commissioners requested that management expedite the updates to the security system recognizing that additional costs may occur.

The Steam Utility will be removed from the books by year end.

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

Project Reports, Water Plant Projects – There was no additional information presented.

Metering Practice & Plan – An additional 30 meters have been tested with Chapman.

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

Item X. The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call at 8:52 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
RE: Delinquent Accounts

There being no further business, the motion by Comm. Merkes, seconded by Comm. Allwardt was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 9:27 a.m.

The motion by Comm. Zelinski, seconded by Comm. Merkes was unanimously approved at 9:28 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: Performance Evaluation of General Manager.

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.