

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 19, 2014

Draft

Commission Vice-President Roush called the Regular Meeting of the Water and Light Commission to order at 8:10 a.m., with Commissioners Roy Kordus and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Kristin Hubertus, Business Operations Accountant; John Teale, Technical Services Engineer, Scott Maurer, Water Maintenance Foreman; and Don Voogt of McMahon.

Those excused were Commissioner President Allwardt, Commissioner Merkes, Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; and Paula Maurer, Customer Services Manager.

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

With the presence of Don Voogt from McMahon, New Business Items A & B, and Unfinished Business Item A, were advanced for discussion.

Item VII. New Business, 2015 Health Insurance Proposals – General Manager Krause discussed the health insurance proposals for 2015. Included were the employer HSA contribution amounts and cash option in lieu of health insurance.

The motion by Comm. Kordus, seconded by Comm. Zelinski was unanimously approved to contract with United Health Care with a \$1,500 single/\$3,000 family deductible, and to set the employer HSA contribution amount and cash option in lieu of health insurance the same as 2014.

Professional Services Agreement for Mains 2015 – Agreement No. M0032-95002, from McMahon, is for professional services of a water main replacement project. Scope of services includes plan review & permitting, bidding services, and construction administration services in the amount of \$13,800. The design of construction plans for the project will be done in house.

The motion by Comm. Zelinski, seconded by Comm. Kordus was unanimously approved to accept the agreement for professional services from McMahon for the Main Replacement project on Manitowoc, Lincoln, Ida, Broad, Seventh, and Water Street, in the amount of \$13,800.

Item VI. Unfinished Business, Change Order #1, J.F. Ahern – Change order # 1 for the Low Lift Pump Replacement & Raw Water Piping request for reimbursement of costs associated with obtaining a building permit is still under discussion with the City of Menasha. No action was taken by the Commission.

Don Voogt departed at 8:30 a.m.

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

- A. Minutes of the Special Meeting of October 15, 2014
- B. Minutes of the Regular Meeting of October 22, 2014
- C. Approve and warrant payments summarized by checks dated October 30 & November 6-19, 2014, which includes Net Payroll Voucher Checks, Void O & M Checks #047148-047151, and Operation and Maintenance Voucher Checks for a total of \$670,209.41, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- D. Correspondence as listed:
 - Copy of Menasha Utilities Newsletter dated November 2014.
 - Copy of *Lives Lines* article dated November 3, 2014 RE: Time Warner/Charter complaint against Oconomowoc Utilities.

The *Lives Lines* article dated November 3 regarding Time Warner/Charter complaint against Oconomowoc Utilities was discussed. Implications of the outcome could affect Menasha Utilities along with other Utilities.

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.

Unfinished Business, Electric Utility Benchmark Report – WPPI annual electric benchmarking reports for 2013 were supplied for comparison of purchased power costs, system load factors, distribution loss, O&M expense and total power supply expense of surrounding utilities.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The October report was discussed. Total materials collected from the six recycling events held at Menasha Utilities were included in this month's report.

October Financial and Project Status Reports – Electric work orders have begun to be closed out for the year. Cash reserves are higher than budget mainly due to delayed and unfinished projects that will be transferred to 2015.

Water work orders for large maintenance projects have been closed for the year which is reflected in the net operating income. Water consumption for Residential customer was down 8% while Commercial customers were up by 8%, compared to budget. System losses are below Menasha Utilities target of 8%, and significantly lower than the 15% PSC benchmark.

Water Maintenance Foreman, Maurer reported on staff collaboration with the City on future street repair plans.

The Steam Utility close-out journal entries have started. The Utility is expected to be completely closed in December.

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

Project Reports, Water Plant Projects – The Low Lift project is proceeding as planned.

Metering Practice & Plan – Chapman has tested an additional 27 meters.

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

Item X. The motion by Comm. Zelinski, seconded by Comm. Roush, was unanimously approved on roll call 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

By: JOANNE ROUSH
Vice-President

ROY KORDUS
Secretary

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