

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 27, 2015

Draft

Commission Vice-President Roush called the Regular Meeting of the Water and Light Commission to order at 8:05 a.m., with Commissioners Roy Kordus, and Don Merkes present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer and Scott Maurer, Water Maintenance Foreman.

Those excused were Commission President Allwardt and Commissioner Zelinski.

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

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

- A. Minutes of the Regular Meeting of April 22, 2015
- B. Approve and warrant payments summarized by checks dated April 30 & May 7-27, 2015, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$859,061.87, 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:
 - Correspondence Summary for the Meeting of May 27, 2015
 - Copy of Menasha Utilities Newsletter dated May 2015
 - Copy of a letter dated April 22 from the Local Government Property Insurance Fund RE: Dissolution of the LGPIF
 - Copy of a letter dated April 16 to the Public Service Commission RE: Menasha Utilities – Wisconsin Electric Boundary Agreement
 - MEUW Annual Conference registration papers
 - Copy of letter dated April 20 from Menasha High School Post Prom Committee RE: Thank you for donation
 - Copy of email dated May 12 from Matt Zabel RE: Appreciation for work done
 - Copy of email dated May 9 from Amanda Heyn RE: Appreciation for work done

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, Lead & Copper Testing/Lead Water Service Ordinance – The Public Service Commission is working on the information that staff forwarded to them.

Human Resources Position – An estimate percentage of the joint utilization of the Human Resources Coordinator between the City of Menasha and Menasha Utilities was provided. The schedule will be readdressed in the future and changed if needed.

Commissioner Roush suggested having the Coordinator involved in the employee professional development and training programs during the 2015 year.

WE Acquisitions – Staff has filed with the Public Service Commission to acquire 2 customers, a private individual and the Waverly Sanitary District pump station. Waverly Sanitary District did not consent to the transfer which triggers a public hearing that will be scheduled.

Item VII. New Business, Vacuum Excavation Trailer System – Water Maintenance Foreman Maurer discussed the differences between the two Vacuum Excavation Trailer Systems quoted along with the advantages of moving the purchase to 2015. Electric Manager Menting recommended the purchase of the Vermeer-Wisconsin VX80 Series McLaughlin Vacuum Excavation Trailer System with the options listed and will look into selling the 2006 Ditch Witch Vacuum Excavation Trailer System outright before trading it in on a new model.

The motion by Comm. Merkes, seconded by Comm. Kordus was unanimous on roll call to approve the purchase of the Vermeer-Wisconsin VX80 from Vermeer-Wisconsin with the options listed for \$79,398 with net cost of \$63,398.

Change Order #1, 2015 Water Main Reconstruction – The change order modifies the contract M0002-940733 price from \$618,358.50 to \$663,578.50. Change order #1, in the amount of \$45,220, is requested for additional work on a section of Seventh Street.

The motion by Comm. Merkes, seconded by Comm. Kordus was unanimous on roll call to approve Change order #1 to Donald Hietpas and Sons, Inc. for the 2015 Water Main Reconstruction Project for a total increase of \$45,220. The Commission also recommended the Board of Public Works approve change order #1 and forward it to the Common Council.

WPPI Residential Customer Feedback Study – Included in the packet was the full Customer Feedback Study conducted by WPPI Energy and DRG which focused on the level of satisfaction of Menasha Utilities customers. An overall satisfaction rating of 75% was obtained, and based on the survey results, staff will address identified areas where improvements could be made.

Commissioner Roush suggested utilizing the Customer Feedback Study to engage with marketing students at the University level for a possible project to help increase customer awareness of the advantages of having a municipal utility.

Commissioner Merkes suggested additional communication to customers regarding the break out of the utility bill components.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update for April - The April report was discussed. The accident was discussed and training will take place to help prevent a similar accident in the future.

April Financial and Project Status Reports – The cost of power was 5.8% higher than budgeted; Net Operating income is 209,827 less than budget mainly due to lower revenues and higher power production expenses; power costs are anticipated to go down for the remaining months of 2015; and Net Cash Balance is higher due to the 2015 beginning balance.

Water consumption was 6.7% higher than budget with year-to-date over 8% higher than budget; revenues were 4.4% higher than budget; and Net Operating Income is \$297,252 higher than budget due mainly to higher revenues and lower operational expenses.

A column was added to the Water Project Status Report titled “Budgeted/Projected End Date.” The Commission asked to have the column added to the Electric Project Status Report.

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

Project Reports, Water Plant Projects – Progress has continued on the chemical feed building upgrade; the PLC is expected to be running in June.

Water Plant Alum Contract – After testing Alum from two suppliers, staff is recommending accepting a two year contract with Chemtrade for \$300 per dry ton.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous to approve a two year contract with Chemtrade to purchase Alum at a price of \$300.00 per dry ton.

Fluoride – Menasha Utilities has been maintaining the new recommended level of fluoride released from the U.S. Department of Health and Human Services since 2011.

Metering Practice & Plan – There have been 25 additional change outs along with rewiring of customer services. Testing of transformer rated customers is almost complete. The coincident rider has been approved; staff has requested an extension for the 6 customers impacted and will work for some exemptions to the rider.

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. Kordus, was unanimously approved on roll call to adjourn at 9:25 a.m.

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.