

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 22, 2016

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, and Antoine Tines present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; William Menting, Electric Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Services Manager; David Christensen, Engineering Technician; and Dawn Lucier, Administrative and Accounting Assistant. Don Voogt, McMahon, and Candy Huber, Human Resources Coordinator were also present.

Those excused were Commissioner Zelinski, John Teale, Technical Services Engineer, and Tim Gosz, Water Utility Manager.

Item II. No one from the Gallery requested to be 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 May 25, 2016
- B. Approve and warrant payments summarized by checks dated June 2-22, 2016, which includes Net Payroll Voucher Checks and Maintenance Voucher Checks for a total of \$1,131,496.24, 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 letter dated June 2 to the Public Service Commission of Wisconsin Re: 2015 filing of the Wisconsin Electric Boundary Agreement
 - Copy of thank you card received from the Menasha High School Post-Prom Committee
 - Copy of June 2016 MU Employee Newsletter
 - Copy of letter dated May 12 from St. Joseph Food Program RE: Thank you for food donation, from community, for document shredding services donated by Piranha Paper Shredding at the Recycling Event
 - Copy of letter dated May 10 from St. Joseph Food Program RE: Thank you for monetary donation, from community, for document shredding services donated by Piranha Paper Shredding at the Recycling Event

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

Item V. A revised purchase orders list with purchase orders over \$10,000.00, issued since the last Commission meeting, was presented for informational purposes.

Item VI. Unfinished Business, Water Capital Needs Study – McMahon is continuing to look for an alternative area for the proposed truck dock and a comparison of water charges for local municipalities will be included on the monthly strategic report.

Lead Water Service – The Wisconsin Department of Natural Resources, thru the Safe Drinking Water Loan Program (SDWLP), has created a funding plan for replacement of private lead service lines. This plan would help water customers recover some of their costs if during water main replacement the owner replaces their portion of the lead service. An outline of Menasha Utilities proposed program was included in the packet.

The Commission asked to have the lead water service ordinance draft and the number of non-owner occupied residencies brought to the next Commission meeting for discussion.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimous to approve submitting the application to the Safe Drinking Water Loan Program and designating Melanie Krause as the authorized representative.

Hydro-Pneumatic Tank – The portable tanks approved for lease at the May 25th meeting were not available during the tower painting timeline. Staff was able to reserve two tanks from CTW Corporation at a cost of \$13,375. Funds available from the Generator Transfer Switch project will cover the additional cost.

Mr. Voogt departed at 8:30 a.m.

Item VII. New Business, Customer Service Programs – An overview of Menasha Utilities customer programs and marketing was presented. Various topics included residential rebates and efficiency; commercial/industrial program, rebates, and efficiency; Focus on Energy partnership; assistance programs; customer services; customer education; community outreach; and projects currently in development.

Workforce/Succession Planning – The Succession Plan was updated due to organizational structure and staff changes that have taken place in the past few years. The workforce document, job descriptions, and potential retirements were reviewed and modified to reflect the changes.

Refinance of WPPI Lease – An application to refinance the WPPI Lease Agreement was filed with the State Trust Fund Revenue Loan Program. Staff is waiting for a reply before proceeding with the Public Service Commission.

Study of Cyanotoxins – The water plant will be participating in the Water Research Foundation study for the analysis of cyanotoxins. The study will help determine how successful the Water Plant is at removing algae toxins within the treatment train.

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

May Financial and Project Status Reports – Electric consumption was lower than budget for the month of May with year-to-date down by 5% compared to budget; with the loss of an industrial customer, consumption is anticipated to remain below budget for the remainder of the year. Cost of Power was 7.8% lower than budget, however, the variance was not enough to make up for lower revenues and Net Operating Income came in 26% lower than budget for the month.

Water usage was 11.8% below budget with year-to-date down by 4.5%. Due to the previous high water loss ratio, the water distribution department performed extensive leak detection practices and was able to find a sizable leak which should be reflective in the upcoming water loss ratio numbers. Leak detection will continue throughout the month.

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

Project Reports, Water Projects – The Washington Street Water Tower Painting project will begin shortly. The customers in the immediate area were notified that the contractor will be onsite and there will be draping of the area; information will be added to the website.

Sanitary Survey – The sanitary survey has been completed with no new deficiencies recorded. Staff will be working on getting a response back to the DNR that will include an adjusted time table.

Electric Projects – Staff continues to work on the Department of Transportation projects.

Item IX. No one from the Gallery requested to be 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 8:55 a.m.

By: MARK L. ALLWARDT
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.