

## CEDARBURG LIGHT & WATER COMMISSION

October 18, 2021

The regular monthly meeting of the Light & Water Commission was held on Monday, October 18, 2021 at 6:00 p.m. at the utility office.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Andy Moss, David Pagel, Paul Radtke, City Council Member Patricia Thome

Excused – Tim Larson

Also Present – General Manager Dale Lythjohan, Administrative Manager Mari Lauer, Electric Utility Superintendent Karsten Huse, and Water Utility Superintendent Tim Martin

### STATEMENT OF PUBLIC NOTICE

The Statement of Public Notice was read, and it was acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

### APPROVAL OF MINUTES

The minutes of the Regular Meeting held on September 20, 2021 were read and approved on a motion by Paul Radtke, seconded by Patricia Thome. Motion carried.

### VOUCHER SUMMARY FOR SEPTEMBER

Accounts Payable	\$ 598,533.58
ACH & Wire Transfers	1,130,233.64
Payroll	<u>78,803.83</u>
Total Vouchers	\$ 1,807,571.05

### BANK BALANCE FOR SEPTEMBER

9/1/21 Balance Available	\$ 282,214.43
+ Deposits	1,972,515.72
- Checks and Other Debits	<u>1,953,156.08</u>
9/30/21 Available Balance	\$ 301,574.07

### REVENUE ITEMS FOR SEPTEMBER

kWh Sold – 8,888,590	\$ 1,076,087.43
Water Sold 32,724,131 Gallons	<u>154,466.96</u>
	\$ 1,230,554.39

Water Pumped 40,899,250 Gallons

Power Purchased – 9,123,192 kWh

## NEW BUSINESS

### ANNUAL ORGANIZATIONAL MEETING; AND ACTION THEREON

On motion of Joe Dorr, seconded by Patricia Thome, Blaine Hilgendorf was elected President for the year beginning October 18, 2021 and ending October 17, 2022. Motion carried.

On motion of Patricia Thome, seconded by Joe Dorr, Andy Moss was elected Vice President for the year beginning October 18, 2021 and ending October 17, 2022. Motion carried.

On motion of Joe Dorr, seconded by Paul Radtke, David Pagel was elected Secretary for the year beginning October 18, 2021 and ending October 17, 2022. Motion carried.

On motion of Joe Dorr, seconded by Patricia Thome, Baker Tilly Virchow Krause, LLP was appointed as the auditor for the year October 18, 2021 and ending October 17, 2022. Motion carried.

On motion of Patricia Thome, seconded by Joe Dorr, BMO-Harris Bank, Commerce State Bank, Port Washington State Bank, Chase Bank, Cornerstone Community Bank, Wells Fargo, Bank First, American Depository Management Company, and State of Wisconsin Investment Pool were named depositories for the ensuing year. Motion carried.

On motion of David Pagel, seconded by Paul Radtke, Dale Lythjohan was appointed Manager of Public Utilities for the year October 18, 2021 and ending October 17, 2022. Motion carried.

On motion of Joe Dorr, seconded by Patricia Thome, Andy Moss was appointed as Alternate Representative to the Board of Wisconsin Public Power Incorporated. Motion carried. The General Manager is automatically designated as the Primary Representative.

On motion of Joe Dorr, seconded by Paul Radtke, the News Graphic was approved as the official newspaper for the Cedarburg Light & Water Commission for the ensuing year. Motion carried.

### CITY COUNCIL, MANAGER AND DEPARTMENT REPORTS

The Manager & Department Reports were provided to the commissioners in advance of the meeting. The full reports can be reviewed in the electronic commission packet.

### Office Updates:

Administrative Manager Mari Lauer provided an update on recent activities in the office. The accounting software (CIVIC) training is complete, and staff continues to work through CIVIC implementation issues that need to be resolved.

During the month of September, customer payment methods were tracked. Web payments and AutoPay (ACH) show the largest gains, and customer in-person payments are decreasing. The utility continues to campaign to move customers to automated payment methods because these methods are automatically inserted into the utility billing system, eliminating human error and building administrative efficiencies.

Collections have been busier this month as staff works with customers to get past due balances paid, or deferred payment arrangements set up prior to the winter moratorium. 12 customers were recently disconnected for non-payment, but all have been reconnected. The winter moratorium is from November 1 through April 15, and during this period, utilities cannot disconnect electric if it is part of the heat source.

The October recycling event had approximately 250 cars attend. The recycler (Refrigerant Depot) onsite expressed that the decrease in participants is along the line of what they have been seeing from county-wide events. Cedarburg Fire Department and the CFD Explorers helped to make this event a success.

All requested data has been submitted to the PSC for the billing audit. There has been no activity from the PSC since June 14, 2021.

### Electric Updates:

Electric Superintendent Karsten Huse gave an update on the electric department recent activities. A contractor working for AT&T is upgrading their network with fiber, and fiber to some homes. The contractor recently approached CL&W asking if the utility had interest in placing conduit at the same time. The areas include the Willowbrooke subdivision and the area of Dorchester Dr, Sheboygan Rd, Susan Lane south to Washington Ave. Karsten estimates that the labor for installing conduit only and pedestals is approximately \$415,000. Proceeding with converting this aged infrastructure at the same time as AT&T will provide an approximate 50% savings. This project will most likely carryover to 2022.

2021 Electric Service Outages to date: 8

- 2020 Year-end total: 12
- 2019 Year end total: 20
- 2018 Year end total: 11
- 2017 Year end total: 21

### Water Updates:

Water Superintendent Tim Martin gave an update on the water department recent activities.

The new water tower on Wauwatosa Rd is officially online. Staff is working through the best way to maximize the system with the existing booster pumps (because the new booster station is not fully commissioned yet). The change from the closed loop system to a gravity system is taking extra time to test and adjust to maintain the optimum pressure, fire protection, etc. Staff is working with Municipal Well and Pump on making adjustments and putting in new transmitters.

The new Booster Station is experiencing some equipment issues. The pumps have not been performing as designed. There are two service pumps, and one fire pump. All of the pumps have been sent back to the manufacturer multiple times. Repairs and testing continue. While these pumps are being repaired, fire protection to the business park can still be adequately provided through the existing booster station and new tower on Wauwatosa Rd.

Utility management made a presentation to the City Council regarding lead service line replacement issues and opportunities. The City may be posed with the decision of whether to consider an ordinance that would require a landowner to have the lead service lateral replaced. Having an ordinance in place would most likely allow for funding from State and Federal sources that could offset a portion of the customer costs. The utility plans to work with city staff to draft an ordinance for council consideration, and utility staff will work with a local consultant to develop a grant submission that would be due in early January.

- September Water Pumpage:
  - 2021 = 40,899,250
  - 2020 = 37,556,580
  - 2019 = 38,096,880

### ADJOURN TO CLOSED SESSION

On a motion by Paul Radtke, seconded by Patricia Thome, the Commission adjourned to closed session at 7:07 p.m., pursuant to Wis. Stats. 19.85 (1 )(g) to confer with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, specifically regarding (1) Well #4 possible litigation. Motion carried.

### RECONVENE TO OPEN SESSION

On a motion by Paul Radtke, seconded by Joe Dorr, the Commission reconvened to open session at 7:17 p.m. Motion carried

### APPROVAL OF BILLS

The bills, as listed on the Check Register were audited, and a motion was made by Patricia Thome, seconded by Joe Dorr, to approve the bills for payment. Motion carried.

### ADJOURN

A motion was made by Paul Radtke, seconded by Joe Dorr, to adjourn at 7:18 p.m. Motion carried.