

CEDARBURG LIGHT & WATER COMMISSION

February 21, 2022

The regular monthly meeting of the Light & Water Commission was held on Monday, February 21, 2022 at 6:00 p.m. at the utility office.

Call to order by President Blaine Hilgendorf

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

Also Present – General Manager Dale Lythjohan, Electric Utility Superintendent Karsten Huse, Administrative Manager Mari Lauer, Staff Accountant Keri Shumway, Associate Accountant Jessica Cotter, and Energy Services Manager with WPPI Energy Mike Gentry

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 January 17, 2022 were read and approved on a motion by Joe Dorr, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR JANUARY

Accounts Payable, ACH, & Wire Transfers	\$1,372,412.00
Payroll	<u>81,081.00</u>
Total Vouchers	\$ 1,453,493.00

BANK BALANCE FOR JANUARY

1/1/22 Balance Available	\$ 223,203.91
+ Deposits	1,464,403.35
- Checks and Other Debits	<u>697,629.94</u>
1/31/22 Available Balance	\$ 989,977.32

REVENUE ITEMS FOR JANUARY

kWh Sold – 9,607,769	\$ 1,033,191.24
Water Sold 26,618,230 Gallons	<u>135,047.57</u>
	\$ 1,168,238.81

Water Pumped 35,991,380 Gallons
Power Purchased – 9,422,640 kWh

NEW BUSINESS

PRESENTATION OF THE ELECTRIC UTILITY ANNUAL REPORT

Electric Utility Superintendent Karsten Huse provided the annual Electric Department presentation. Karsten's presentation was intended to review key activities from the last year or so, the present, and the future outlook for the electric department. The presentation is available electronically.

APPROVE 2021 ELECTRIC AND WATER PHYSICAL INVENTORY ADJUSTMENTS; AND ACTION THEREON

The Manager discussed the need for the commission to approve the annual adjustments to physical inventory as part of the annual audit prep. Once again, inventory for both utilities went smoothly for 2021.

Each year the utility takes a physical count of inventory products. These counts are compared to the count in the computerized inventory system. Differences are reviewed each year by the Electric Superintendent, Water Superintendent, and General Manager. Any variances that have a large quantity and/or dollar difference or that may have a material effect on the utility's property record units are researched to determine if errors made during the year are identifiable, and such errors are corrected. If errors in procedure are identified, they are discussed with the employees, and corrections are made.

A motion was made by Patricia Thome, seconded by Tim Larson, to approve annual adjustments to balance the value of physical inventory in stock with the accounting records in the amount of <\$1,471> for the electric utility and \$426 for the water utility. Motion carried.

PRESENTATION OF SMART HOME PILOT

Energy Services Manager Mike Gentry and Administrative Manager Mari Lauer shared a short presentation of a proposed Smart Home Pilot program that CL&W plans to use in 2022. The program will be supported with funds available through annual grants from WPPI Energy. The full presentation is available electronically.

GENERAL MANAGER SEARCH COMMITTEE UPDATE

Members of the General Manager Search Committee provided an update on recent activities. They intend to interview the two search firms that offered proposals, and they will bring a recommended firm to the March 21 Commission Meeting.

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.

General Manager Update:

- Based on the PSC's review of the utility application which incorporated a request for a 3% ROR and a decrease in the depreciation in the URD cable plan category, the utility will be receiving a small rate decrease of about 0.5% compared to the filed rate increase of 0.48%.
- WPPI Executive Committee: Jim Stawicki (Sturgeon Bay) was elected Chair, and Randy Jaeckels (New Holstein) was elected Vice Chair. CL&W General Manager will step aside after the December 2022 full board meeting.

Electric Update:

- 2022 Electric Service Outages to date: 0
- 2021 year-end total → 14
- 2020 year-end total → 12
- 2019 year-end total → 20
- 2018 year-end total → 11

Water Update:

- January Water Pumpage
 - 2022 = 35,991,380
 - 2021 = 35,713,690
 - 2020 = 36,812,060

Office Update:

- Bill Print: Several customers alerted the utility that the quarterly usage graph included on January's bill was incorrect. Upon investigation, the 1st graph each year displaying the previous year's usage, has been incorrect since the graphs were started back in 2014. It turns out the graph information is correct, but the legend is one year off. The graph on January's bill showed the usage from 2021 with a green line. The legend showed the green line as 2022, not 2021. The utility's bill print vendor, InfoSend, will fix the programming error.
- End of Year Work: All work orders are closed, and staff is on track for the March audit. These last couple of weeks will be spent analyzing expenses, balancing accounts, finalizing documentation for the auditors, and filling in the PSC Report. The PSC Report is not due until April 1, but the goal is to get it filled in and submitted once the audit is complete.

The audit is scheduled for the third week in March. Using our new software, we have given the auditors access to view the accounts payable invoices and workflow approvals through miViewPoint. This should save time for the staff and auditors to have the information easily accessible.

- Smarter Home Pilot: Cedarburg will be piloting a program to enhance customer engagement with energy efficiency programs and products, called 3D Smarter Home. The program will become part of the utility website, showing residential

customers how they can save energy in every room of their home, using animated characters to bring concepts to life.

Energy Services Representative Update:

- **Business Accounts:** The ESR has reached out to the key contacts at Kemps and Carlson Tool to review 2022 programs and services, Focus on Energy programs, as well as a review of their 2021 energy and water usage. Kemps and Carlson Tool each have an assigned Focus on Energy Advisor. Energy efficiency projects are being worked on at Kemps and Carlson Tool.
- **Ozaukee Ice Center:** Is no longer pursuing solar rooftop on their facility in Cedarburg.
- **Schools and Government:** Baseline energy use is being collected for all schools and the larger City buildings to be used in the revamped WPPI Schools and Government program being rolled out later this year. With the new program, these customers will be given a “grade” of how their energy use compares to other similar use buildings based on their Energy Utilization Index (EUI). Incentives will be offered for efficiency improvements.
- **Wisconsin K-12 Energy Education Program (KEEP):** The Wisconsin Center for Environmental Education supports energy education through KEEP. KEEP provides professional development and training, hands-on resources, curricular support, youth engagement activities, and recognition opportunities to Wisconsin’s K-12 public and private districts, schools, educators, youth, and non-formal K-12 educators. Four teachers from Webster Middle School took advantage of this training in 2021. Cedarburg provides tuition assistance of up to \$500 per instructor for attending KEEP courses.
- **MyAccount mobile App Now Available:** CL&W customers can now access MyAccount from their smart phone or tablet. The standard mobile application is available by downloading the MyMeter app for iOS or Android.

APPROVAL OF BILLS

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

ADJOURN

A motion was made by David Pagel seconded by Patricia Thome, to adjourn at 7:55 p.m. Motion carried.