

CEDARBURG LIGHT & WATER COMMISSION

February 20, 2017

The regular monthly meeting of the Light & Water Commission was held on Monday, February 20, 2017 at 7:30 p.m. at the Cedarburg Light & Water Utility Building, N30W5926 Lincoln Blvd, Cedarburg, WI 53012.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel
Excused – Jim Coutts, Joseph Dorr, Council Representative Jack Arnett
Also Present – General Manager Dale Lythjohan

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 December 19, 2016 were read and approved on a motion by David Pagel, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR DECEMBER

Accounts Payable	\$ 483,847.13
ACH & Wire Transfers	725,236.50
Payroll	<u>75,792.58</u>
Total Vouchers	\$1,284,876.21

BANK BALANCE FOR DECEMBER

12-01-16 Balance Available	\$ 317,156.03
+ Deposits	1,273,769.00
- Checks and Other Debits	<u>1,297,588.31</u>
12-31-16 Available Balance	\$ 293,336.72

REVENUE ITEMS FOR DECEMBER

Light & Power Sold – 8,416,055 kWh	\$ 969,325.72
Street Lighting Revenue 115,020 kWh	26,624.96
Water Sold – 28,070,100 Gallons	121,899.32
Water Pumped 34,005,080 Gallons; Power Used 112,583 kWh	<u>11,378.33</u>
	\$1,129,228.33

VOUCHER SUMMARY FOR JANUARY

Accounts Payable	\$ 807,104.55
ACH & Wire Transfers	810,247.21
Payroll	<u>68,667.76</u>
Total Vouchers	\$1,686,019.52

BANK BALANCE FOR JANUARY

1-1-17	Balance Available	\$ 293,336.72
	+ Deposits	1,440,508.57
	- Checks and Other Debits	<u>1,412,123.83</u>
1-31-17	Available Balance	\$ 321,721.46

REVENUE ITEMS FOR JANUARY

Light & Power Sold – 9,208,144 kWh	\$1,077,068.03
Street Lighting Revenue 135,600 kWh	28,049.88
Water Sold – 28,139,400 Gallons	123,282.33
Water Pumped 33,537,170 Gallons; Power Used 96,488 kWh	<u>10,305.14</u>
	\$1,238,705.38

NEW BUSINESS

APPROVE 2016 ELECTRIC & WATER PHYSICAL INVENTORY ADJUSTMENTS; AND ACTION THEREON

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.

The electric and water departments continue to make a great effort in recording inventory transactions throughout the year.

A motion was made by Andy Moss, seconded by David Pagel, to approve annual adjustments to balance the value of physical inventory in stock with the accounting records in the amount of <\$1268> for the electric utility and \$320 for the water utility. Motion carried.

PRESENTATION OF 2017-2019 METER REPLACEMENT PROJECT AND IMPLEMENTATION PLANS

The manager described the implementation plans and the usefulness of an AMI metering system. The project is planned to start with replacement of electric meters beginning in May of 2017 with completion of the electric portion by EOY 2018. The water meter portion of the project is anticipated to start sometime in early 2018 (pending approval from the PSC) with completion by EOY 2019. The entire project will be completed with L&W staff, and a few temporary support staff to assist with the field side of the implementation. The manager stated that the utility had the option of contracting out for the implementation, but he and the rest of the staff felt that it was important from a customer service perspective that L&W staff direct and perform the majority of the project. The utility intends to implement a multi-pronged communication strategy to make the community, and individual customers appropriately aware of the project.

The manager next described how the AMI systems would be used immediately as well as into the future. The immediate uses include all current meter reading functions, and also include remote disconnect for electric, advanced leak detection for water, and overall enhanced data that will allow both customers, and the utility to analyze usage to provide additional rate options and energy conservation awareness.

CONSIDER APPROVAL OF POLICY CHANGE FOR BOOT ALLOWANCE FOR METER READERS; AND ACTION THERON

The meter reader boot allowance was reviewed by management after receiving a request from one of the meter readers whether a reimbursement for rain boots was an option (in addition to snow boots).

The general manager and the financial manager, recommend changing the boot allowance to \$100 each year, instead of \$150 every other year. This would reimburse the meter readers for a portion of a quality pair of seasonal foot wear each year. The boot allowance is not intended to cover the full cost of all footwear purchases, but to cover about 75% of the cost of the higher quality seasonal footwear.

A motion was made by David Pagel, seconded by Andy Moss, to approve a change to the boot allowance allowing for a reimbursement of \$100 each year. Motion carried.

CITY COUNCIL UPDATE, GENERAL MANAGER, AND DEPARTMENT REPORTS

The following are highlights of the Manager & Department Reports that were provided in writing to the commissioners in advance of the meeting. Any specific discussions are noted.

The hiring process for the Administrative Manager is progressing. An offer is pending to the recommended candidate.

CL&W health claims for 2016 was an ultra-low of 19.51% of premiums paid. Industry targets about 75-85%.

Average sick leave usage for 2016 averaged 2.003 sick days per employee. The typical average is 2.0-3.0. Ten percent of staff did not use sick leave, and 33% of staff used 1 day or less.

Installations of new LED lamps for the decorative downtown street lighting is in progress. The new lamps use 36 watts compared to the existing 150-watt metal halide bulbs. The lights are more consistent in color temperature and will add more light. These lights should last 10 years.

The water crew is busy with changing out water meters. The goal is to change out 600 water meters in 2017.

The 2017 recycling events will be held on 3/25, 6/3, and 10/28 from 10am-12pm at CL&W. This event is free, with the exception of a disposal fee on TVs and computer monitors.

Total water pumpage for January:

- 2015 = 32,839,230
- 2016 = 32,408,640
- 2017 = 33,537,170

APPROVAL OF BILLS

The bills, as listed on the attached Check Register, were audited and a motion was made by David Pagel, seconded by Tim Larson, to approve the bills for payment. Motion carried.

ADJOURNMENT

On a motion by Andy Moss, seconded by Tim Larson, the meeting adjourned at 8:24 p.m. Motion carried.

James Coutts, Secretary