

CEDARBURG LIGHT & WATER COMMISSION

March 20, 2017

The regular monthly meeting of the Light & Water Commission was held on Monday, March 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 – Jim Coutts, Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, and 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 February 20, 2017 were read and approved on a motion by David Pagel, seconded by Andy Moss. Motion carried.

VOUCHER SUMMARY FOR FEBRUARY

Accounts Payable	\$ 449,471.95
ACH & Wire Transfers	683,207.26
Payroll	<u>67,616.80</u>
Total Vouchers	\$1,200,296.01

BANK BALANCE FOR FEBRUARY

2/1/17 Balance Available	\$ 321,721.46
+ Deposits	1,550,178.76
- Checks and Other Debits	<u>1,651,645.80</u>
2-28-17 Available Balance	\$ 220,254.42

REVENUE ITEMS FOR FEBRUARY

Light & Power Sold – 8,366,011 kWh	\$ 829,621.40
Street Lighting Revenue 102,767 kWh	23,901.89
Water Sold – 26,638,200 Gallons	118,792.11
Water Pumped 29,639,490 Gallons; Power Used 87,547 kWh	<u>7,770.61</u>
	\$ 980,086.01

NEW BUSINESS

WELCOME TO ADMINISTRATIVE MANAGER MARI LAUER

General Manager Lythjohan introduced Mari Lauer, Administrative Manager.

Mari worked most recently at Gateway Plastics. Mari has a strong background in team management, human resources, customer service, and has been a teacher, and principal in a school district. Mari looks forward to being part of the CL&W team. Welcome Mari!

PRESENTATION OF WATER SYSTEM STUDY SUMMARY BY SEH CONSULTING

Pat Planton from SEH Engineers presented a summary of findings from the long term Water Utility Master Plan completed in late 2016. This study is used to forecast system needs out 20-years for the water utility.

The study included an updated computer model of the water distribution system, a detailed review of our sources of supply, storage facilities and fire flow capabilities to identify current or future deficiencies and system needs. The results of the study included previous recommendations to install a new water tower in the HLPZ, adjust the current HLPZ boundaries, and the recommendation to decommission the Well #3/Western Avenue tower sometime in the future.

REVIEW OF HIGH LEVEL PRESSURE ZONE WATER TOWER SITING; AND ACTION THEREON

The manager and water superintendent presented the siting review for the new HLPZ water tower. Two sites were considered: one out near HWY 60 on city owned lands, and the other located at the current Well #4/Reservoir/Northwest Substation.

Both sites would work from an operational standpoint, but after evaluating costs and existing infrastructure and location, the current Well #4/Reservoir/NW Substation site was the recommended site. The new water tower would be a “permitted use” per the zoning code, and the site would allow for adequate setback provisions. The manager commented that even though it is a permitted use; the utility would plan to hold a public information meeting for the surrounding neighbors before seeking final planning commission approval. The manager also mentioned that the utility would seek approval to install a driveway access off Poplar Avenue due to traffic/safety concerns entering/exiting onto Wauwatosa Rd.

The approval requested was for the site selection only. Additional approvals will be required in the future to formally approve the building of the water tower.

A motion was made by Jim Coutts, seconded by Andy Moss to approve the Well 4/Reservoir/Northwest Substation site as the preferred location for the proposed HLPZ water tower. Motion carried.

REVIEW OF LEAD SERVICE LINE REPLACEMENT PROCEDURES; AND ACTION THEREON

The water superintendent provided a presentation to the commission on lead service lines. This issue has been evolving over the last couple of years around the country. The presentation was intended to inform the commission of the issues, while the utility formulates a plan that makes sense in Cedarburg.

Most homes built before 1970 were originally installed with a lead water services. The portion from the water main to the stop box (typically behind the sidewalk) is owned by the water utility. The portion between the stop box all the way into the building is owned by the customer.

Since the early 1990's the utility has tested for lead and copper in drinking water per EPA guidelines, and has been fully compliant with the EPA regulations. One of the ways that we are able to remain compliant is by adding an Orthophosphate called Aqua Mag to the water at each well to form a thin coating on the inside of pipes.

Even though the water utility remains compliant, the utility has been systematically replacing the utility owned portion of each lead service during any water main relay work. In most, if not all cases, the customer owned portion of the water service remains lead.

Communities and their water utilities across the state are contemplating how to address this lead service issue. On one end of the spectrum, some communities are paying a portion or the full cost to replace customer owned services. On the other end of the spectrum, some communities are doing nothing more than providing additional customer education and communication on the issue.

The water superintendent and manager continued to discuss options with the commission centering mainly on providing more information to customers that have a lead service line. The manager stated that staff would continue to update the commission as needed as the plan progresses.

CONSIDER AWARD OF CONTRACT FOR BUILDING MODIFICATIONS; AND ACTION THEREON

The bid opening for the building modifications was March 17th. CL&W staff and Groth Architects analyzed the bids, and are continuing to review the specific details to verify that the bids are responsive to the specifications. The general manager commented that there were three bidders for the project, and all three bids were within the current budgeted amount of \$695,000.

A motion was made by David Pagel, seconded by Joe Dorr, to approve a building modification contract budget of \$695,000, and to authorize General Manager Lythjohan to finalize the details and to award the contract to the lowest responsive bidder. Motion carried.

CONSIDER APPROVAL OF A BOUNDARY AGREEMENT WITH WE ENERGIES; AND ACTION THEREON

General Manager Lythjohan has been working on a boundary agreement with WE Energies since sometime in 2006. The parties are in substantial agreement with the terms of a boundary agreement pending final review.

The final draft was distributed to the commissioners as part of the monthly commission packet. The key provisions are as follows:

1. CL&W retains the right to serve all areas that we currently serve outside the city limits.
2. CL&W retains the right to serve all customers within current or future municipal boundaries.
3. Initial term of 10-years.

A motion was made by Joe Dorr, seconded by David Pagel, to authorize the General Manager to execute the agreement when finalized. Motion carried.

UPDATE ON ELECTRIC DEPARTMENT REORGANIZATION, AND CONSIDER APPROVAL OF HIRING AN APPRENTICE LINEMAN; AND ACTION THEREON

The manager and electric superintendent discussed the electric department staff changes, along with the reasons for considering the idea of hiring of an apprentice lineman. There are a couple local candidates that may be available because of graduating from lineman school, and with the possibility of retirements in the next 4-6 years, management believes that there is an opportunity for the utility to recruit/hire an apprentice this spring versus the original plan to wait until the spring of 2018.

A motion was made by Joe Dorr, seconded by Jack Arnett, to approve the hiring for an apprentice lineman. 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.

City Council Member, Jack Arnett gave an update on recent City Council meeting discussions.

The electric utility is finalizing installations of new LED lamps for the decorative downtown street lighting. The new lamps use 36 watts compared to the existing 150-watt metal halide bulbs. They will add a bit more light and will be more consistent in color temperature. They should last 10 years.

The utility recently installed a primary extension and new service for the Mercury Marine Cedar Creek cleanup project. They requested a very large 3-phase temporary service to run the filtration plant that will be located at Adlai Horn Park for most of 2017.

Well #6 has been taken out of service for scheduled preventative maintenance. Municipal Well and Pump has started pulling the pump and 260' of column piping. The pump will be refurbished, and an inspection of the stainless steel shafting and column piping will be performed.

Total water pumpage for the month of February:

- 2015 = 28,580,380
- 2016 = 30,323,940
- 2017 = 29,639,490

AMI update: Staff will have training on the newly installed M-care software on March 16 and 17. This will involve both office staff and field staff to get familiar with the automated meter change process. WPPI will be here for the training, as CL&W is one of the first utilities to use the new software. The new process will be tested on a few AMI meters before starting the first phase of the major residential meter change-outs. It's anticipated that the change-outs will begin toward the end of April or beginning of May. Staff will be working on communication pieces: 1) a mass mailing (or bill insert) that will go to all customers outlining the AMI implementation and 2) mailings that will go to specific customers that are scheduled for a meter change-out.

Onsite Health Risk Assessments started March 11 and will continue through the week of March 13 for all L&W employees/spouses. Follow up appointments for all employees to review results will be in April. Aurora is the new HRA provider this year, and it seems things went smoothly.

After over 9 years, Dennis Budd is leaving CL&W. We thank him for his service as one of the meter readers, and wish him the best of luck in his new role with DPW. Gary Barden, a recently retired resident of Cedarburg, has been hired to fill the meter reading vacancy.

APPROVAL OF BILLS

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

ADJOURNMENT

On a motion by David Pagel, seconded by Tim Larson, the meeting adjourned at 9:30 p.m. Motion carried.

James Coutts, Secretary