

## April CEDARBURG LIGHT & WATER COMMISSION

April 16, 2018

The regular monthly meeting of the Light & Water Commission was held on Monday, April 16, 2018 at 7:00 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, David Pagel, and City Council Member Patricia Thome  
Excused – Andy Moss  
Also Present – General Manager Dale Lythjohan, Financial Manager Lynda Lalley, and Administrative Manager Mari Lauer

### 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 March 19, 2018 were read and approved on a motion by Pat Thome, seconded by Joe Dorr. Motion carried.

### VOUCHER SUMMARY FOR MAR

Accounts Payable	\$ 502,773.54
ACH & Wire Transfers	667,880.90
Payroll	<u>110,723.06</u>
Total Vouchers	\$1,281,377.50

### BANK BALANCE FOR MAR

3/1/18 Balance Available	\$ 320,669.13
+ Deposits	1,311,486.57
- Checks and Other Debits	<u>1,465,096.67</u>
3/31/18 Available Balance	\$ 167,059.03

### REVENUE ITEMS FOR MAR

Light & Power Sold – 8,001,050 kWh	\$ 807,603.91
Street Lighting Revenue 73,973 kWh	22,741.29
Water Sold – 25,248,220 Gallons	114,371.49
Water Pumped 34,932,000 Gallons; Power Used 99,770 kWh	<u>8,950.65</u>
	\$ 953,667.34

## NEW BUSINESS

### PRESENTATION OF THE 2017 AUDIT REPORT BY BAKER TILLY

The Management Report and 2017 Audit Report were presented by Jodi Dobson of Baker Tilly. Both reports were distributed to the commission in advance of the meeting. Ms. Dobson focused primarily on the Management Report, summarizing key findings and financial information from the 2017 audit.

The utility as a whole remains financially sound with 2017 regulatory rates of return of 4.17% for the electric utility and 4.96% for the water utility. The PSCW authorized rate of return for electric was 5.0% and for water was 5.5%, so actual earnings were lower for both electric and water in 2017.

*The full audit report and management report can be reviewed in the electronic commission packet.*

### REVIEW OF THE 2017 BUDGET TO ACTUAL REPORT

The 2017 Budget to Actual Report was provided to commissioners in advance of the meeting. The report summarizes how actual costs compared to budgeted costs for 2017. When costs differed substantially from budget to actual, notations were made on the report identifying the reasons.

In addition, projects during the year that were to exceed the budget were explained in more detail through the department reports.

*The full budget to actual report can be reviewed in the electronic commission packet.*

### 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.*

Staff has been working with our environmental consultant Stantec to seek closure of the Power Plant site. The DNR appears to have reversed their previous position of an openness to closure with no additional testing. As a result the utility will be reevaluating next steps, and having a meeting with the DNR in May to continue the discussion.

Staff has begun a review of the current IT Network and Data/Voice as part of the 2018 Business Plan. Options are being reviewed to consolidate monitoring, testing/cyber security, and support under one vendor. The utility experienced a Data/Spectrum outage on April 5<sup>th</sup> that lasted almost 4 hours including all hosted software applications with WPPI. This last happened in the summer of 2016. We are revisiting the options for fiber and/or other redundancy options to strengthen current connections to the outside.

Electric Service Outages Totals:

- 2018 year to date: 2
- 2017 Year end total: 18
- 2016 Year end total: 18
- 2015 Year end total: 13

The electric crew is in the process of being trained on new reconnection procedures for electric AMI meters, in cases of disconnections that require after hours reconnections.

Several pieces of obsolete equipment was listed on the Wisconsin Surplus state auction site. A total of \$4,500 was received, which is more than what was expected.

The water department has been focusing the majority of its time on the AMI project lately. The utility is now back to full inventory of modules and meters, so the water crew and Randy Bentley (Our Primus Contractor) are continuing with scheduling change outs.

Water pumpage for the month of March:

- 2018 = 34,932,000
- 2017 = 32,760,630
- 2016 = 31,423,370

A request was submitted to the PSC for a new electric meter depreciation rate, and it was recently approved. This new rate is effective 1/1/2018, so it matches up with the newly installed AMI electric meter plant.

Electric meter exchanges are almost complete. There are 15 meters that will require work done by the homeowner so that staff can access the meter. Staff will be working with these customers this spring to get these issues resolved.

Water meter exchanges have resumed with water operators completing the full meter exchanges and our contractor (Primus) installing communication modules.

	Electric	Water
Active AMI Meters	6246	1201
Installation Hours	2,228	528
Routes Completed	31	1
Opt Outs	12	12
<b>Total Completed</b>	<b>99%</b>	<b>28%</b>

Customers will be receiving the Air Conditioner (AC) Tune Up applications with the April bills. The AC Tune Up program details can also be found on the website and Facebook page as well as in the News Graphic in May.

The selection process is moving ahead for the next Collections/Work Order Processor. Six candidates were selected for formal interviews at the utility. Lynda and Mari have been conducting the interviews, and the final interview is scheduled for Tuesday, 4/17.

WPPI has been assisting staff to get the remote disconnection capabilities working properly. The bumps have been worked out and staff is ready to beginning using the process following the end of the heating season on April 15<sup>th</sup>.

As we reviewed the disconnect/reconnect process, the hours of reconnection were changed from 7:00 a.m. – 9:00 p.m. to 8:30 a.m. – 8:00 p.m. The office staff will be doing the disconnects/reconnects during normal business hours from the office though the Harris NorthStar system rather than dispatching the electric crew. However, the electric crew will be doing reconnects after normal business hours.

#### 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.

#### ADJOURN

On a motion by Jim Coutts, seconded by Pat Thome, the meeting adjourned at 8:11 p.m. Motion Carried.