

CEDARBURG LIGHT & WATER COMMISSION

May 21, 2018

The regular monthly meeting of the Light & Water Commission was held on Monday, May 21, 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, Andy Moss, David Pagel, and City Council Member Patricia Thome
Also Present – General Manager Dale Lythjohan and Financial Manager Lynda Lalley

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 April 16, 2018 were read and approved on a motion by Pat Thome, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR APR

Accounts Payable	\$ 564,555.77
ACH & Wire Transfers	706,946.72
Payroll	<u>74,204.79</u>
Total Vouchers	\$1,345,707.28

BANK BALANCE FOR APR

4/1/18 Balance Available	\$ 167,059.03
+ Deposits	1,405,244.15
- Checks and Other Debits	<u>1,204,449.85</u>
4/30/18 Available Balance	\$ 367,853.33

REVENUE ITEMS FOR APR

Light & Power Sold – 7,482,827kWh	\$ 775,958.49
Street Lighting Revenue 64,464 kWh	22,332.02
Water Sold – 24,141,913 Gallons	111,796.14
Water Pumped 33,114,720 Gallons; Power Used 92,824 kWh	<u>8,507.46</u>
	\$ 918,594.11

NEW BUSINESS

REVIEW AND CONSIDER APPROVAL OF THE FINAL 2018 ELECTRIC & WATER BUDGETS; AND ACTION THEREON

The manager opened the discussion regarding the final budgets. He highlighted a few items including a change from the preliminary budget to reflect a shift in IT support, and inclusion of an all-electric vehicle and charging station in the final budget, along with the sale of the Chevy Volt and one of the current minivans. The commission had a short discussion.

A motion to approve the 2018 Final Electric Capital and Extraordinary O&M budget as presented was made by Jim Coutts, seconded by Tim Larson. Motion carried.

A motion to approve the 2018 Final Water Capital and Extraordinary O&M budget as presented was made by Pat Thome, seconded by Tim Larson. Motion carried.

CONSIDER CHANGE IN SICK LEAVE POLICY; AND ACTION THEREON

The manager provided updates on possible changes to the sick-leave policy. The change discussed is to decrease the maximum number of sick days each year from 15 days, to 12 days for employees hired after May 21, 2018. This would create a “2-tier” sick leave policy in that current employees would continue to accrue 15 days, and new employees would accrue 12 days.

A motion was made by Joe Dorr, seconded by Tim Larson, to approve the proposed change to the sick leave policy.

CONSIDER LONG-TERM DISABILITY OPTIONS; AND ACTION THEREON

Staff continues to research and consider options to provide a group long-term disability plan for employees. The manager shared proposed policies to the commissioners at the meeting. Commissioner Pagel will assist with review and comment on the final proposals, and will work with the General Manager toward a recommendation for commission consideration at an upcoming meeting.

CONSIDER RESOLUTION 2018-1; AND ACTION THEREON

A motion to approve Resolution 2018-1, recognizing Debbie Handel for 19 years of service was made by Joe Dorr, seconded by Jim Coutts. Motion carried.

REVIEW OF THE CITY OF CEDARBURG CODE OF ETHICS; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by Pat Thome, to certify adherence to the City of Cedarburg Code of Ethics, Ordinance No. 2004-08. 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.

Staff has continued to review current support for 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 updated 2018 budget includes a move to a “managed” relationship with one vendor that will support cyber security, network, IT, voice, fiber, and video.

As reported in April, CL&W experienced a data/Spectrum outage on April 5 that lasted almost four hours, which included an outage to all hosted software applications with WPPI. A second shorter outage occurred later in the month. CL&W met with WPPI and both have agreed to upgrade to a shared fiber connection which will provide a significant improvement in reliability, as well as “tier 1” support if there is a problem. Through the shared connection, CL&W’s monthly cost will increase \$50/month compared to our current cable based data service.

Electric Service Outages Totals:

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

A contractor was recently hired to clean several critical pieces of switchgear in the electrical system. The method used is “new to us” with use of compressed dry ice. This can be done while energized so there is no scheduled down time for the customer, and less cost to the utility since the scheduled outages are typically done on weekends or early morning for the large customers.

Ferguson Waterworks has been contracted to complete a full system leak survey this month. This survey is being completed due to an increase in the unaccountable water percentage over the last several months. Ferguson will start with a full hydrant sweep of the city, listening for main and service leaks, and then valve-to-valve correlation.

New legislation has been enacted recently making some options available to communities with lead service laterals. Different scenarios and methods of approaching CL&W’s lead service lines in the city have been discussed, and staff will present ideas to the commission at a future meeting.

Total water pumpage for the month of April:

- 2016 = 32,709,170
- 2017 = 31,709,650
- 2018 = 33,114,720

In February, staff met with the property insurance carrier to review the property insurance renewal policy and discovered that a claim could be submitted for the mold remediation that was done during the building renovation last fall. The claim documentation was submitted in April, and reimbursement was received for the majority of the remediation work (just under \$10,000).

Electric AMI meter exchanges are almost complete. There are 15 meters that will require work done by the homeowner so that utility staff can access the meter. A total of 6,246 electric meters have been changed out, with 12 opt-outs.

The AC Tune-Up program has received great customer response. The program will run through the end of July.

Krista Knoeck will be joining our office team on May 29. Krista's first few weeks will be spent learning the utility and training on customer service. We are looking forward to welcoming her to the team.

The April recycling event was a great success. 433 cars dropped off 217 appliances, 7,000 lbs of TVs/monitors and 10,000 lbs of electronics. All product to be responsibly recycled.

Staff has begun using the remote disconnect/reconnect feature of the AMI electric meters. The process has been smooth, and all electric disconnects and reconnects have been accomplished right from the office.

APPROVAL OF BILLS

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

ADJOURN

On a motion by David Pagel, seconded by Tim Larson, the meeting adjourned at 8:13 p.m. Motion Carried.