

CEDARBURG LIGHT & WATER COMMISSION

November 19, 2018

The regular monthly meeting of the Light & Water Commission was held on Monday, November 19, 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 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 October 16, 2018 were read and approved on a motion by Patricia Thome, seconded by Joe Dorr. Motion carried.

VOUCHER SUMMARY FOR OCT

| | |
|----------------------|------------------|
| Accounts Payable | \$ 549,188.92 |
| ACH & Wire Transfers | 806,201.43 |
| Payroll | <u>94,841.94</u> |
| Total Vouchers | \$1,450,232.29 |

BANK BALANCE FOR OCT

| | |
|----------------------------|---------------------|
| 10/1/18 Balance Available | \$ 108,956.02 |
| + Deposits | 1,708,646.10 |
| - Checks and Other Debits | <u>1,395,499.37</u> |
| 10/31/18 Available Balance | \$ 422,102.75 |

REVENUE ITEMS FOR OCT

| | |
|--|-----------------|
| Light & Power Sold – 9,009,099 kWh | \$ 937,980.01 |
| Street Lighting Revenue 62,489 kWh | 22,093.00 |
| Water Sold – 29,033,809 Gallons | 127,490.15 |
| Water Pumped 35,910,590 Gallons; Power Used 91,979 kWh | <u>8,621.73</u> |
| | \$ 1,096,184.89 |

NEW BUSINESS

PRESENTATION AND CONSIDERATION OF THE PRELIMINARY 2019 CAPITAL AND EXTRAORDINARY O&M BUDGETS AND ACTION THEREON

The Preliminary 2019 Electric and Water Capital, and Extraordinary O&M Budgets were provided to the Commission prior to the meeting. *The complete preliminary budget can be viewed electronically.*

Electric Department

Capital

The 2019 Electric Capital Budget is proposed at \$1,509,000. The utility plans to contribute to the joint purchase of a dump truck with the City of Cedarburg (approximate cost of \$90,000) as this vehicle is on the normal replacement schedule. The purchase of a new digger derrick truck and wire trailer was also added to the budget. The IT budget is higher than prior years, due to recommendations resulting from the technology assessment done by Krueger Communications.

O&M Expenses

The 2019 projected O&M Expenses for the electric utility are \$1,507,000. Staff included a mid-year hire of an additional apprentice line worker.

Water Department

Capital

The 2019 Water Capital Budget is proposed at \$379,800. Design and engineering costs related to the water tower and booster station (project shifted from 2020 to 2019).

O&M Expenses

The 2019 projected O&M Expenses for the water utility are \$918,000.

A motion to approve the 2019 Preliminary Electric and Water Capital and Extraordinary O&M Budgets as presented was made by Joe Dorr, seconded by Tim Larson. Motion carried.

PRESENTATION AND REPORT OF THE BUSINESS PLAN PROGRESS FOR 2018

The 2017-2019 Business Plan was attached to the commission packet that was distributed to the commissioners prior to the meeting. As part of the implementation plan, it is important to periodically review the plan to report progress, as well as any possible changes in direction.

The management team met to review the status on initiatives for the 2017-2019 Business Plan.

Manager Lythjohan reviewed the initiatives and discussed the staff's assessment for 2018. Major initiatives for the near-term are focused on:

- **AMI:** Electric AMI is complete, and water AMI is on track to be completed by EOY 2019.
- **Master Technology Plan:** Krueger Communications is working through the plan as scheduled in regards to fiber circuit (for reliability), network plan and security, monitoring and support across all network elements.
- **Staff Planning:** Staffing and future retirement planning continues for each department.

There were additional questions and discussions regarding some of the other initiatives; electrical reliability enhancements, LED streetlight conversions, peak/demand reduction, HLPZ water tower site selection, well #4 cost recovery, HLPZ expansion timeline, and well #3 water tower decommissioning. These initiatives are listed throughout the 3-year period and are expected to be completed as described in the timing section.

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 Patricia Thome provided city updates. The City Council has been spending considerable time discussing the upcoming budget, and working through questions to eventually approve the 2019 City budget.

The first phase of the Community Branding process was recently completed with the consultant making two presentations to the community in early November. The committee will be meeting next week to begin plan implementation discussions.

WPPI recently completed the system-wide Residential Satisfaction Survey. This included the “Oversampling” that CL&W paid for to get Cedarburg specific information. Staff will review the report in the coming weeks, and present to the commission early in 2019.

Electric Service Outages Totals:

- 2018 Year to date: 11
- 2017 Year end total: 21
- 2016 Year end total: 18
- 2015 Year end total: 13

Total water pumpage for the month of October:

- 2016 = 33,860,460
- 2017 = 36,488,270
- 2018 = 35,910,590

Impact fees collected to date in 2018 is \$193,207.43.

AMI electric meters are 100% installed. The water crew has stopped meter installations until the new year for inventory purposes, with water meters about 78% installed to date.

Paymentus/MyMeter go-live date is scheduled for January 2, 2019. A letter will be sent to customers in early December to alert them of the upcoming changes. Communications will be sent through bill inserts, bill messages, post cards, website and Facebook postings.

The October Public Power food drive resulted in a hefty donation to Ozaukee County Family Sharing. Three customers who donated to the food drive were winners of the prize drawings.

APPROVAL OF BILLS

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

ADJOURN

On a motion by Patricia Thome, seconded by David Pagel, the meeting adjourned at 8:20 p.m. Motion Carried.