

CEDARBURG LIGHT & WATER COMMISSION

May 20, 2019

The regular monthly meeting of the Light & Water Commission was held on Monday, May 20, 2019 at 6:00 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, Administrative Manager Mari Lauer, 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 15, 2019 were read and approved on a motion by Pat Thome, seconded by Joe Dorr. Motion carried.

VOUCHER SUMMARY FOR APR

Accounts Payable	\$ 550,003.69
ACH & Wire Transfers	635,761.29
Payroll	<u>77,731.66</u>
Total Vouchers	\$1,263,496.64

BANK BALANCE FOR APR

4/1/19 Balance Available	\$ 90,873.15
+ Deposits	1,313,105.76
- Checks and Other Debits	<u>1,265,215.47</u>
4/30/19 Available Balance	\$ 138,763.44

REVENUE ITEMS FOR APR

Light & Power Sold – 8,008,486 kWh	\$ 789,241.52
Street Lighting Revenue 56,418.46 kWh	21,577.81
Water Sold 25,414,6722 Gallons	116,703.93
Water Pumped 35,850,380 Gallons; Power Used 87,055 kWh	<u>7,640.93</u>
	\$ 935,164.19

NEW BUSINESS

ADJOURN TO CLOSED SESSION

Pursuant to State Statute 19.85 (1)(g) to confer with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, specifically regarding (1) Well #4 possible litigation.

A motion was made by Pat Thome, seconded by Tim Larson, to adjourn to closed session at 6:01 pm. Motion carried.

RECONVENE TO OPEN SESSION

On a motion by Jim Coutts, seconded by Tim Larson, the meeting reconvened to open session at 7:14 pm. Motion carried.

REVIEW AND CONSIDER APPROVAL OF THE FINAL 2019 ELECTRIC AND WATER BUDGETS; AND ACTION THEREON

The manager and financial manager opened the discussion regarding the final budgets. A few items were highlighted. The summary of labor hours include significant labor hours slotted for contract work in 2019. The final budget is somewhat higher than what was projected in the preliminary budget presented in November 2018. The commission had a short discussion.

A motion to approve the 2019 Final Electric and Water Capital and Extraordinary O&M budget as presented was made by Andy Moss, seconded by Tim Larson. Motion carried.

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

A motion was made by David Pagel, seconded by Tim Larson, to certify adherence to the City of Cedarburg Code of Ethics, Ordinance no. 2001-08. 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.

CL&W staff and Mike Gentry recently submitted an application for APPA's new award designation called Smart Energy Provider Designation.

The manager spoke to the Cedarburg Dispatch Adhoc Committee regarding how the utility uses local Cedarburg Dispatch to server the utility customers. The utility management team also discussed how to approach the possibility of dispatch moving to the County, including a third party after-hours call center, alarm monitoring , and associated costs, etc.

Staff has been working with Boardman to negotiate a pole attachment agreement with MCI/Verizon. They are beginning a large buildout of fiber construction in Cedarburg, and in many instances will be attaching to CL&W poles. This is most likely related to the new 5G cell service.

Electric service outages totals:

- 2019 Year to date: 5
- 2018 Year end total: 11
- 2017 Year end total: 21
- 2016 Year end total: 18
- 2015 Year end total: 13

Coltlyn Hale has completed his 4-year apprenticeship schooling, and he still needs a few more work hours before he will receive his Journeyman certification.

Migration to the new Open Point and ESRI mapping and work order software continues to progress.

Well #4 rehab is progressing. We have agreed to allow the Wisconsin Geological Society to do some flow monitoring since the well hole is open. Similar information was gathered in 2010 when the lower aquifer in this well was being abandoned.

The water crew recently completed the annual full system hydrant flushing for 2019. They did not find any evidence of water leaking at that time, but we will be conducting an internal leak survey over the next few weeks before Ferguson Water is hired to help us with the PVC water main leak detection.

April water pumpage:

- 2017 = 31,709,650
- 2018 = 33,140,510
- 2019 = 35,850,380

The new network server was installed, along with some individual computers at the end of April. Krueger Communications will be installing ESRI and the new GIS mapping software by the end of May.

New office hours begin on June 3. The office will be closing at 4:30 pm, and the information was shared with customers through onsite signage, a bill message, Facebook, and our website.

WPPI was onsite to set up and train staff using e-Banking for Accounts Payable. e-Banking will allow CL&W to pay vendor invoices electronically rather than with a paper check. We will begin to use e-Banking with utility employees, utilizing direct deposit for reimbursements. We will then start paying our recurring vendors electronically through ACH. The use of e-Banking will help cut costs by not using postage, check stock or

envelopes. There are no additional costs associated with the software/maintenance through WPPI.

In conjunction with the national Public Power Day of Giving on June 7th, utility staff will be volunteering for the Willowbrooke Community Playground build on May 28 - 30. The goal of the new playground is to create a safe, accessible place for children and adults with mobility challenges in Cedarburg and surrounding areas. We are excited to join in and lend a helping hand to our community.

There are currently 1,226 active users on the MyMeter site, and Paymentus has processed 2,950 payments for our customers.

APPROVAL OF BILLS

The bills, as listed on the attached Check Register, were audited and a motion was made by Jim Coutts, seconded by Andy Moss, to approve the bills for payment. Motion carried.

ADJOURN

A motion was made by Joe Dorr, seconded by Andy Moss, to adjourn at 8:01 pm. Motion carried.