

CEDARBURG LIGHT & WATER COMMISSION

February 17, 2020

The regular monthly meeting of the Light & Water Commission was held on Monday, February 17, 2020 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, and David

Pagel

Excused – Andy Moss, and City Council Member Patricia Thome

Also Present – General Manager Dale Lythjohan, Administrative Manager Mari Lauer, 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 December 16, 2019 were read and approved on a motion by Tim Larson, seconded by Joe Dorr. Motion carried.

VOUCHER SUMMARY FOR JAN

Accounts Payable	\$ 471,196.05
ACH & Wire Transfers	656,230.78
Payroll	<u>106,516.81</u>
Total Vouchers	\$1,233,943.64

BANK BALANCE FOR JAN

1/1/20 Balance Available	\$ 338,607.44
+ Deposits	1,495,172.48
- Checks and Other Debits	<u>1,536,835.57</u>
1/31/20 Available Balance	\$ 296,944.35

REVENUE ITEMS FOR JAN

Light & Power Sold – 9,140,083 kWh	\$ 859,480.00
Street Lighting Revenue 75,037 kWh	21,993.62
Water Sold 27,559,811 Gallons	124,512.84
Water Pumped 32,812,060 Gallons; Power Used 100,167 kWh	<u>8,141.42</u>
	\$1,014,127.88

NEW BUSINESS

ANNUAL WATER DEPARTMENT PRESENTATION AND UPDATE

Water Superintendent Tim Martin provided the yearly water department presentation. Tim's presentation was intended to review key activities from the last year or so, the present, and the future outlook for the water department. The full presentation is available electronically.

Tim discussed the AMI water meter project. All water meters were converted by the end of October 2019. The water crew installed 1,029 new AMI water meters in 2019 for a total of 4,306 water meters.

The High Level Pressure Zone water tower planning is well under way. Soil borings were completed in January, and the reports indicate that the soil is suitable for a traditional foundation. In addition the DNR permit was approved, and the Public Service Commission is in the process of reviewing the construction authorization application. It is anticipated that the tower will be built and commissioned before June 2021. The Western Rd water tower will be decommissioned sometime after the new tower goes online (possibly early-mid 2022).

Other areas of discussion included: cross connection control program, history of water breaks, lead and copper rule revisions, and future construction and development.

APPROVE 2019 ELECTRIC & WATER PHYSICAL INVENTORY ADJUSTMENTS; AND ACTION THEREON

The Financial Manager discussed the need for the commission to approve the annual adjustments to physical inventory as part of the annual audit prep. Once again, inventory for both utilities went smoothly for 2019.

Each year the utility takes a physical count of inventory products. These counts are compared to the count in the computerized inventory system. Differences are reviewed each year by the Electric Superintendent, Water Superintendent, and General Manager. Any variances that have a large quantity and/or dollar difference or that may have a material effect on the utility's property record units are researched to determine if errors made during the year are identifiable, and such errors are corrected. If errors in procedure are identified, they are discussed with the employees, and corrections are made.

A motion was made by Joe Dorr, seconded by Tim Larson, to approve annual adjustments to balance the value of physical inventory in stock with the accounting records in the amount of <\$1,228> for the electric utility and <\$111> for the water utility. Motion carried.

UPDATE ON STAFFING AND PERSONNEL

The manager presented a personnel update, and outlined the current openings: three linemen, a work order processor, and in mid-March an opening for a billing/receptionist. Some of the short-term fixes for the electric department, include adjusting work plans, assistance from a former lineman, and contacting former scholarship recipients to identify possible candidates.

Action needed for the office will include creating new job descriptions and a change to a more “team” approach to cover billing, customer service as well as accounting and financial. He ended with a reminder that with the current personnel challenges, 2020 plans may change and that the utility will need to prioritize and adjust expectations.

CITY COUNCIL UPDATE, GENERAL MANAGER, AND DEPARTMENT REPORTS

The following are highlights of the Manager & Department Reports provided in writing to the commissioners in advance of the meeting. Any specific discussions are noted.

Electric service outage totals:

- 2020 Year to date: 2
- 2019 Year to date: 20
- 2018 Year-end total: 11
- 2017 Year-end total: 21

January water pumpage:

- 2020 = 36,812,060
- 2019 = 33,491,510
- 2018 = 36,412,420

The new Mitel phone system is up and running successfully. The transition has gone well.

Computer upgrades to Windows 10 occurred on Jan. 30th. Any computers still on Win7 have been disconnected from the internet. There are still some replacements needed for the electric crew, and staff is working with KCI and Open Point to find a solution for viewing and editing the map out in the field. Once the appropriate device is identified, then the computer/tablet upgrades will be completed.

Work orders have been closed, and plant account balances have been verified. Migrating to the new Open Point software is proving to be a great decision as the end of year processes and reporting went very smoothly. Accounting staff will fill in the PSC report and finalize audit preparations.

CL&W partnered with the CHS German American Partnership group to assist the group with collecting old extension cords and holiday lights. The group picked up the cords, lights and a \$50 donation.

Customers can now pay CL&W bills over the phone. The payment processor has provided a dedicated toll-free number for CL&W customers to call and make payments 24/7, giving customers one more convenient way to pay their bill.

CL&W will be partnering with the Cedarburg Fire Department to host recycling events at Fireman’s Park in 2020. Refrigerant Depot will be the vendor for appliances and limited electronics. The events are scheduled for Wednesday, April 29 from 4:00pm-6:00pm, and Saturday, September 26 from 10:00am-Noon.

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

A motion was made by Jim Coutts, seconded by Tim Larson, to adjourn at 7:19. Motion carried.