

## CEDARBURG LIGHT & WATER COMMISSION

April 20, 2020

The regular monthly meeting of the Light & Water Commission was held on Monday, April 20, 2020 at 6:00 p.m. utilizing the Zoom App.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, City Council Member Patricia Thome

Excused – Jim Coutts, David Pagel

Also Present – General Manager Dale Lythjohan, Electric Superintendent Karsten Huse, 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 16, 2020 were read and approved on a motion by Joe Dorr, seconded by Patricia Thome. Motion carried.

### VOUCHER SUMMARY FOR MAR

Accounts Payable	\$ 549,571.00
ACH & Wire Transfers	624,541.38
Payroll	<u>65,497.39</u>
Total Vouchers	\$1,239,609.77

### BANK BALANCE FOR MAR

3/1/20 Balance Available	\$ 121,359.30
+ Deposits	1,369,474.26
- Checks and Other Debits	<u>1,326,829.67</u>
3/30/20 Available Balance	\$ 164,003.89

### REVENUE ITEMS FOR MAR

Light & Power Sold – 8,261,968 kWh	\$ 793,164.23
Street Lighting Revenue 56,195.52 kWh	20,998.76
Water Sold 25,695,904 Gallons	118,945.51
Water Pumped 37,696,280 Gallons; Power Used 96,280 kWh	<u>7,899.86</u>
	\$ 941,008.36

## NEW BUSINESS

### PRESENTATION OF THE 2019 AUDIT REPORT BY BAKER TILLY

The Management Report and 2019 Audit Report were presented by Jodi Dobson and Sara Schnelle of Baker Tilly. Both reports were distributed to the commission in advance of the meeting. The Baker Tilly representatives focused primarily on the Management Report, summarizing key findings and financial information from the 2019 audit.

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

### REVIEW OF THE 2019 BUDGET TO ACTUAL REPORT

The 2019 Budget to Actual Report was provided to commissioners in advance of the meeting. The report summarizes how actual costs compared to budgeted costs for 2019. 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.*

### ANNUAL ELECTRIC DEPARTMENT PRESENTATION AND UPDATE

Electric Superintendent Karsten Huse attended to provide the State of the Electric Department presentation. Karsten's presentation was intended to review key activities from the last year or so, the present, and the future outlook for the electric department. The presentation is available electronically.

### 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.*

COVID-19 continues to be addressed at the utility. Conference calls with MEUW and WPPI, staff discussions, work planning, leave issues relating to people being home due to no school all continue to be discussed. As of now, there are no employees with symptoms, not has anyone had to stay home due to illness. Two staff that are working from home. The rest of the staff are separate and practicing enhanced hygiene. Customers seem to have adapted well to use of the drop box and window, and there has been a marked uptick in online account signups.

#### 2020 Electric Service Outages

- 2019 Year end total: 20
- 2018 Year end total: 11
- 2017 Year end total: 21
- 2016 Year end total: 18

Orion Loukopoulos was hired as an apprentice lineman. He currently lives in Cedarburg and will be graduating soon from MATC's lineman course. He'll be a great addition.

#### Update on the High Level Pressure Zone water tower:

- Staff has completed the 70% review meeting with Pat Planton.
- Soil borings at the tower site have been completed. Soil testing results are favorable for a "ring-wall" foundation.
- DNR permit has been reviewed and approved
- Construction Authorization has been submitted and has been reviewed, and data requests have been submitted.
- 90% plan review will occur within the next week or two

#### March Water Pumpage:

- 2018 = 34,937,400
- 2019 = 36,974,290
- 2020 = 37,696,280

Staff has been working on the water rate application responses to the PSC. Some questions regarding impact fees are still be worked on.

Due to Covid 19, we have suspended disconnections for non-payment as ordered by the PSC. Late fees are also being waived.

Due to the Safer at Home Order, the recycling event for Wednesday, April 29th was cancelled. The next event is scheduled for Saturday, September 26th.

Sarah Guidinger is our new Office Associate. Her first day was April 27th. Her first few weeks of training will be focused on customer service including learning our phone system, taking payments at the window and answering customer inquiries.

#### APPROVAL OF BILLS

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

#### ADJOURN

A motion was made by Joe Dorr, seconded by Patricia Thome to adjourn at 7:49 p.m. Motion carried.