

CEDARBURG LIGHT & WATER COMMISSION

April 19, 2021

The regular monthly meeting of the Light & Water Commission was held on Monday, April 19, 2021 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, David Pagel, Paul Radtke, City Council Member Patricia Thome
Also Present – General Manager Dale Lythjohan, Financial Manager Lynda Lalley, Administrative Manager Mari Lauer, Staff Accountant Keri Shumway, Associate Accountant Jessica Cotter

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 15, 2021 were read and approved on a motion by Patricia Thome, seconded by Paul Radtke. Motion carried.

VOUCHER SUMMARY FOR MAR

Accounts Payable	\$ 701,631.17
ACH & Wire Transfers	1,274,895.43
Payroll	<u>70,632.69</u>
Total Vouchers	\$2,047,159.29

BANK BALANCE FOR MAR

3/1/21 Balance Available	\$ 530,906.37
+ Deposits	1,470,862.53
- Checks and Other Debits	<u>1,354,221.85</u>
3/31/21 Available Balance	\$ 647,547.05

REVENUE ITEMS FOR MAR

kWh Sold – 8,343,158	\$ 826,762.29
Water Sold 26,551,742 Gallons	<u>133,572.49</u>
	\$ 960,334.78

Water Pumped 36,264,570 Gallons
Power Purchased – 8,589,072 kWh

NEW BUSINESS

PRESENTATION OF THE 2020 AUDIT REPORT BY BAKER TILLY

The Management Report and 2020 Audit Report were presented by Jodi Dobson of Baker Tilly. Both reports were distributed to the commission in advance of the meeting. Jodi focused primarily on the Management Report, summarizing key findings and financial information from the 2020 audit.

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

CITY COUNCIL UPDATE, GENERAL MANAGER, AND DEPARTMENT REPORTS

The Manager & Department Reports were provided to the commissioners in advance of the meeting. The full reports can be reviewed in the electronic commission packet.

The May Commission meeting is expected to be held in person at the utility. Staff will plan to create a larger meeting space to allow for social distancing.

2021 Electric Service Outages to date: 4

- 2020 Year-end total: 12
- 2019 Year end total: 20
- 2018 Year end total: 11
- 2017 Year end total: 21

Construction of the HLPZ water tower continues on schedule. The final piece of the new water tower has been put in place. Clean up and welding repairs need to be completed. Staff has begun conversations with the painting crew.

Wondra Construction has approximately 550 feet of water main left to install on Forward Way in the new business park. The project is ahead of schedule. The final connection will be made on Sheboygan Road within the next couple of weeks.

March Water Pumpage:

- 2021 = 36,264,570
- 2020 = 37,696,280
- 2019 = 36,974,290

Civic Systems provided staff with a general overview of the new accounting software and the initial implementation process. Tentative dates for conversion and training on the modules have been selected, and most of the training will occur in August.

The third party property insurance appraiser, HCA Asset Management, LLC, is still working on an evaluation of the Cedarburg South Substation. The final valuations should come in around \$47 million and the anticipated premium will be in the \$35k-

\$36k range, if we keep our deductible at \$1000. That is for a full year coverage, but staff has requested a partial year premium, to align property insurance coverage dates with all other insurance premiums that are on a calendar year basis. The partial year premium will be approximately \$28k. We also have a premium refund coming back to us from MPIC for about \$3,500, due to duplicate coverage on boiler and machinery in 2020. The 2021 increase in premium will be accounted for in the spring budget.

The Public Service Commission of Wisconsin (PSCW) decided at their March meeting to allow the moratorium on disconnecting customers for non-payment to expire, as normal, on Thursday, April 15, 2021.

This means that CL&W will be allowed to disconnect residential customers when the cold-weather moratorium expires. We are required to follow our disconnect plan that was filed back in February or file an updated disconnect plan if we materially change the original disconnect plan.

10-Day Disconnect letters were sent out to 52 customers on April 9. As a reminder, CL&W uses the disconnection tool as a last resort to motivate customers to take action on amounts past due. As of April 15, 35 customers have not paid their past due balance or set up a deferred payment arrangement. Disconnections will take place on Monday, April 19, weather permitting.

The upcoming appliance recycling events are scheduled for May 22 and October 9 from 10 a.m. – Noon at the Fireman's Park.

For over ten years CL&W has participated in the annual Safety Town course for children entering Kindergarten in the fall. The annual event was not held in 2020 due to the pandemic, but will return this summer. During this event CL&W provides a demonstration and presentation on electrical safety to the children. This year's presentation is on Tuesday, June 15 at Westlawn Elementary.

CL&W hosted a troop of Cub Scouts for a tour of the utility on March 16 (garage and yard) followed by a presentation and fun activities. We gave them plastic hardhats, protective glasses and safety vests that they really enjoyed wearing.

APPROVAL OF BILLS

The bills, as listed on the 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 Patricia Thome, seconded by Tim Larson, to adjourn at 6:58 p.m. Motion carried.