

CEDARBURG LIGHT & WATER COMMISSION

December 20, 2021

The regular monthly meeting of the Light & Water Commission was held on Monday, December 20, 2021 at 6:00 p.m. at the utility office and through the Zoom app.

Call to order by Vice President Andy Moss

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, Paul Radtke, City Council Member Patricia Thome
Excused – Blaine Hilgendorf
Also Present – General Manager Dale Lythjohan, 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 November 15, 2021 were read and approved on a motion by Joseph Dorr, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR NOVEMBER

Accounts Payable, ACH, & Wire Transfers	\$1,224,561.00
Payroll	<u>73,705.00</u>
Total Vouchers	\$ 1,298,266.00

BANK BALANCE FOR NOVEMBER

11/1/21 Balance Available	\$ 282,099.88
+ Deposits	1,421,947.98
- Checks and Other Debits	<u>1,476,038.72</u>
11/30/21 Available Balance	\$ 228,009.14

REVENUE ITEMS FOR NOVEMBER

kWh Sold – 8,269,496	\$ 946,153.51
Water Sold 26,243,763 Gallons	<u>133,474.10</u>
	\$ 1,079,627.61

Water Pumped 34,578,580 Gallons
Power Purchased – 8,526,902 kWh

NEW BUSINESS

CONSIDER ATC COMMON FACILITIES AGREEMENT MODIFICATIONS; AND ACTION THEREON

The general manager discussed the modification to the existing agreement with the American Transmission Company (ATC). The modifications allow CL&W to bill ATC for their prorated share of "Payment in Lieu of Taxes" for the facilities shared in the Cedarburg South Substation. This issue has been negotiated on behalf of all MEUW members that share a site with ATC.

A motion was made by Joseph Dorr, seconded by Tim Larson, to approve the modifications to the ATC Common Facilities Agreement as presented by management. Motion carried.

GENERAL MANAGER SUCCESSION PROCESS DISCUSSION; AND ACTION THEREON

The Personnel Committee recently met and discussed several items regarding the GM succession. Main topics included:

1. Tentative calendar(s)
2. Use of a search firm versus commission lead search
3. Naming of a search committee
4. Potential input on GM position description

The Commission discussed the topics, and the consensus was to proceed as presented by the Personnel Committee members.

A motion was made by Paul Radtke, seconded by Tim Larson to approve the General Manager succession process for interviewing and hiring a search firm to vet and assist with interview and contract negotiations. Motion carried.

CITY COUNCIL, 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.

Electric Update:

- 2021 Electric Service Outages to date: 14
- 2020 year-end total → 12
- 2019 year-end total → 20
- 2018 year-end total → 11
- 2017 year-end total → 21

Water Update:

High Level Pressure Zone water tower update:

- Chicago Bridge & Iron and Pieper Electric were on site recently to complete a couple punch list items
- Control valve has been “dialed in” and is available when needed to transfer water to either pressure zone
- Tower has been operating as designed

Booster Station update:

- SCADA control engineer and general contractor will be on-site to complete some final punch list items this week
- Station has been operating as designed and working well

Lead service replacement program update:

- The general manager and water superintendent attended the latest City Council meeting to ask for feedback on the city ordinance draft. Modifications to the ordinance will be finalized and presented to the council in January.
- Water utility staff will be working on a construction plan for 2022 and beyond. Initial thoughts are to go back to the early 90’s when CL&W started replacing the public side of the lead services to start replacing the private side as part of this program. Staff will finalize the plan and get the 2022 project bid out as soon as possible before the bidding season with contractors begins.

November Water Pumpage:

- 2021 = 34,578,580
- 2020 = 33,065,520
- 2019 = 34,838,140

Office Update:

Billing Audit: All data requests have been submitted to the PSC for review. There have been no requests since 6/14/2021.

Electric Rate Update: Staff met virtually with the PSC at the end of November to discuss reasons for requesting a below market ROR increase. Following the meeting, the PSC requested additional data to fill out the application due to our “novel” request and inform their final decision for the public record. The data request was completed 12/15/2021.

End of Year: Staff is working on closing work orders for 2021. Inventory physical counts will happen at the end of December for the water utility, and as soon as the majority of inventory issues to jobs are complete, the electric utility will do their physical counts. Baker Tilly has scheduled our audit for March 14th & 15th. We will be setting up read-only access for our auditors through miViewPoint, the web-based workflow module, which will allow the auditors to locate data without the usual scanning, saving, and sending we have had done in the past.

ESR Update:

National Theater for Children live performances at schools that typically took place in the spring did not occur in the last two years due to the pandemic. Instead, performances were offered as either livestream or on demand. Unfortunately these were not as well received as the live performances. Although many schools participated virtually, several more schools indicated they would participate when performances could be conducted live. It has been decided to hold off on offering this program in 2022 and start again offering live performances starting in the spring of 2023.

The Value of Local Utility Program through WPPI Energy is designed to help members engage with customers and the community they serve while helping to build a positive and recognizable utility brand. This program is organized into four areas: Community Contributions, School Education & Outreach, Economic Development Partnership, and Customer Services and Branding. Each member decides how they want their funds used by developing local programs. We are currently deciding how these dollars should be spent in Cedarburg in 2022. Invoices are being submitted to WPPI Energy for reimbursement for 2021 program expenses.

ADJOURN TO CLOSED SESSION

On a motion by Joe Dorr, seconded by Tim Larson, the Commission adjourned to closed session pursuant to Wis. Stats. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to discuss 2022 compensation for Staff, and performance review, and compensation for the General Manager.

RECONVENE TO OPEN SESSION

On a motion by Tim Larson, seconded by Paul Radtke, the Commission reconvened to open session.

CONSIDER ITEMS DISCUSSED IN CLOSED SESSION; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by Patricia Thome to accept 2022 employee compensation as outlined by the General Manager:

- Authorize a base wage increase of 3.00% for employees meeting expectations.
- Authorize a 2.00% pot of 2021 straight time payroll to provide additional compensation increases for merit, performance, or competitive reasons at the discretion of the manager.

- Authorize an end-of-year bonus of \$2,500 for three employees.
- Authorize a 2022 HSA contribution for employees participating in the health insurance plan for 2022. Amounts dependent on coverage selected
- Authorize an opt-out payout of \$440 per month for employees opting out of the health insurance plan.
- Authorize a one-time performance bonus for the General Manager for 2021 performance of 3.00%, continuation of the retention bonus and a base salary for 2022 of \$150,000.

Motion carried.

APPROVAL OF BILLS

The bills, as listed on the Check Register were audited, and a motion was made by Joseph Dorr, seconded by Paul Radtke, to approve the bills for payment. Motion carried.

ADJOURN

A motion was made by Tim Larson, seconded by Patricia Thome, to adjourn at 7:59 p.m. Motion carried.