

CEDARBURG LIGHT & WATER COMMISSION

January 17, 2022

The regular monthly meeting of the Light & Water Commission was held on Monday, January 17, 2022 at 6:00 p.m. at the utility office.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, and Paul Radtke Excused

Excused – City Council Member Patricia Thome

Also Present – General Manager Dale Lythjohan, Water Utility Superintendent Tim Martin, 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 December 20, 2021 were read and approved on a motion by Joe Dorr, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR DECEMBER

Accounts Payable, ACH, & Wire Transfers	\$2,387,902.00
Payroll	<u>120,677.00</u>
Total Vouchers	\$ 2,508,579.00

BANK BALANCE FOR DECEMBER

12/1/21 Balance Available	\$ 228,009.14
+ Deposits	2,423,583.66
- Checks and Other Debits	<u>2,430,137.89</u>
12/31/21 Available Balance	\$ 221,454.91

REVENUE ITEMS FOR DECEMBER

kWh Sold – 9,193,951	\$ 1,040,131.14
Water Sold 26,900,350 Gallons	<u>136,409.06</u>
	\$ 1,176,540.20

Water Pumped 34,848,210 Gallons
Power Purchased – 9,477,055 kWh

NEW BUSINESS

PRESENTATION OF THE WATER UTILITY ANNUAL REPORT

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

Tim discussed the High Level Pressure Zone water tower. The tower is complete and working at capacity.

The new booster station has been filling the new HLPZ water tower and operating the tower for the past couple months. There are some minor items to be completed with the station. Management is working through liquidated damages issue with the general contractor.

The DNR mandated cross connection control program is getting back on track. 2022 is the second year of Contractor (Hydrocorp) two-year contract. Covid-19 still presents some challenges and access for the staff. The DNR has allowed some flexibility. In 2021 there were 64 inspections of commercial properties, 17 industrial properties, and 8 public authority properties.

Other areas of discussion included: water main and service breaks, emergency response plan update, lead water service rules, and supply chain/cost challenges.

GENERAL MANAGER SEARCH COMMITTEE UPDATE

Members of the Search Committee gave an update on the recent activities revolving around the General Manager Search process. The Committee picked Commissioner Andy Moss as the Chair of the Committee.

The next step is to pick the search firm. The utility budgeted \$75,000 for this search firm cost. There are three search firms that the committee identified to receive the request for proposal. The CLW management team will sit down with the Search Committee to discuss the overall process at the next Search Committee meeting.

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.

General Manager Update:

- After reviewing the Booster Station allocation identified in the impact fee study, the Water Utility made a payment to the City as follows at the end of 2021:

- Impact Fee \$441,884.23
 - Utility Financed (Reserves) \$196,392.99
 - Total \$638,277.22
- WILO is steadily moving their operations into the new building on Hwy 60. WILO is expected to have full occupancy the week of January 24.

Electric Update:

- 2022 Electric Service Outages to date: 0
- 2021 year-end total → 14
- 2020 year-end total → 12
- 2019 year-end total → 20
- 2018 year-end total → 11

Office Update:

- All data requests for the billing audit have been submitted to the PSC for review.
- Electric rate update: The accounting dept. will be providing additional information to the PSC regarding higher than average projections (above the three-year average); rate recovery of overspending on CTC conservation expenses in the past; and confirming test year data for labor estimates.
- Utility staff continues to close end-of-year work orders. Water utility inventory physical counts are complete. The electric utility will be doing physical inventory counts next week.

ESR Update:

- Electric Vehicle Charging Pilot Program: Cedarburg now has five customers participating in this program which is the most of the three WPPI member communities that are offering it. This test program was developed to better understand customers' ability to charge their vehicles during off peak hours; M-F 11:00 pm to 7:00 am, and on weekends. In return customers are given an \$8/month stipend. Preliminary results will be provided at the one-year anniversary in July.
- Cub Scout Presentation: CL&W hosted a group of Cub Scouts on December 8th. The presentation included information on generation, the distribution system, energy efficiency, and renewable energy. The Scouts were asked to complete an exercise that demonstrates how to calculate energy cost for running a CL&W dusk-to-dawn night light that they received along with a few other fun items.
- Value of Local Utility Program Development: CL&W will once again offer a \$75 smart thermostat bill credit incentive to complement the incentive offered through Focus on Energy. The Home Energy Assessment incentive will continue to be offered that rewards customers with a bill credit of up to \$200 for completing a home assessment from a Focus on Energy certified trade ally. Additional programs are being reviewed and considered for implementation in the first quarter.

APPROVE 2022 ADJUSTMENT TO STAFF WAGE SCALES; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by Andy Moss, to authorize an adjustment of 3% to the base wage scales for 2022. Motion carried.

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 Tim Larson, seconded by Joe Dorr, to adjourn at 7:24 p.m. Motion carried.