

CEDARBURG LIGHT & WATER COMMISSION

March 21, 2022

The regular monthly meeting of the Cedarburg Light & Water Commission was held on Monday, March 21, 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, Paul Radtke, City Council Member Patricia Thome
Also Present – General Manager Dale Lythjohan, Water Utility Superintendent Tim Martin, Administrative Manager Mari Lauer, Staff Accountant Keri Shumway, and 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 February 21, 2022 were read and approved on a motion by Patricia Thome, seconded by Joe Dorr. Motion carried.

VOUCHER SUMMARY FOR FEBRUARY

Accounts Payable, ACH, & Wire Transfers	\$1,772,423.00
Payroll	<u>77,492.00</u>
Total Vouchers	\$ 1,849,915.00

BANK BALANCE FOR FEBRUARY

2/1/22 Balance Available	\$ 989,977.32
+ Deposits	1,696,042.17
- Checks and Other Debits	<u>2,104,562.84</u>
2/28/22 Available Balance	\$ 581,456.65

REVENUE ITEMS FOR FEBRUARY

kWh Sold – 8,340,328	\$ 881,989.32
Water Sold 23,635,266 Gallons	<u>125,450.85</u>
	\$ 1,007,440.17
Water Pumped 33,081,820 Gallons	
Power Purchased – 8,631,872 kWh	

NEW BUSINESS

PRESENTATION OF THE OFFICE ANNUAL REPORT

Administrative Manager Mari Lauer provided the annual office update. The presentation was intended to review key activities from 2021, and the upcoming projects for 2022 and beyond.

Mari discussed the high points from 2021 including: shifting of job responsibilities due to the retirement of the financial manager, ending of the COVID disconnection moratorium, implementation of the new accounting software, and the electric rate case. Upcoming projects for 2022 include: technology upgrades, enhancements to customer service, staff development, policy reviews, and potential change for staff health insurance to the State Insurance Plan.

The presentation is available electronically.

CONSIDER SEARCH COMMITTEE RECOMMENDATION ON GENERAL MANAGER SEARCH FIRM; AND ACTION THEREON

The Search Committee has met several times to consider the selections for the search firm to guide the committee through the identification and consideration of candidates for the General Manager position.

Mycoff Fry Partners and Preng & Associates were the two firms that submitted proposals. The Search Committee interviewed both firms, and after consideration, the Search Committee recommends that the commission enter into a contract with Preng & Associates.

A copy of Preng & Associates proposal is available electronically.

A motion was made by Paul Radtke, seconded by Patricia Thome, to approve the hiring of Prang & Associates for the search services for the General Manager position. Motion carried.

CONSIDER APPROVAL OF PROPOSED 2022 LEAD SERVICE LINE PROJECT BOUNDARIES; AND ACTION THEREON

Cedarburg received notification that a grant is being rewarded to Cedarburg that will fund the replacement of lead water service laterals for about 100 services in the City of Cedarburg in 2022. (The Utility had submitted a grant application for 200 services, but due to available funds, were granted the smaller amount)

General Manager Dale Lythjohan and Water Superintendent Tim Martin discussed the main factors used in selecting the areas for the 2022 replacement boundaries. These factors include the age of original public water main and water service replacement (starting with the oldest), number of lead services in the area to utilize

funding allotment, keeping contractor mobilization costs to a minimum by scheduling work in one area of the city.

Management is requesting approval of the construction boundaries for the 2022 Lead Water Service Replacement Program. The map of the boundaries is available electronically.

A motion was made by Tim Larson, seconded by Andy Moss, to approve the lead service line replacement program as proposed by management staff. 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:

- 2022 Electric Service Outages to date: 3
- 2021 year-end total → 14
- 2020 year-end total → 12
- 2019 year-end total → 20
- 2018 year-end total → 11

Water Update:

- The Lead Service Replacement Program continues to evolve. Cedarburg will be awarded \$600,000 in grant funding to be used for the replacement of lead water services within the City of Cedarburg. With this funding, approximately 100 services will be replaced in 2022 (instead of the original plan of 200 services). CL&W will be concentrating the replacements in the northeast quadrant of the city to include Highwood Dr., Bridge Rd., Riveredge Dr., Mequon Ave., and Jefferson Ave.
- January Water Pumpage
 - 2022 = 35,991,380
 - 2021 = 35,713,690
 - 2020 = 36,812,060

Office Update:

- The yearly audit is complete. The new software allowed auditors to access information remotely. This saved staff time from scanning and uploading documents. The audit report will be presented at the April commission meeting.
- The Smarter Home Pilot data links have been turned over to Questline. Staff anticipates an April 1 kickoff date. The Smarter Home Pilot is an interactive video that will be available on the utility website to include Cedarburg specific programs, services, and resources.

Energy Services Update:

- ESR Mike Gentry recently met with the Cedarburg Water Recycling Center Superintendent, Dennis Grulkowski for an account review and to share services offered through CL&W, WPPI Energy, and Focus on Energy. Tom Dragotta with Focus on Energy joined the meeting. Through the discussion, potential energy saving projects were identified at the plant and at the planned lift station upgrades.
- Mike Gentry and Tom Dragotta also met with Dennis Budd from the City of Cedarburg to review energy use and projects at the city buildings. A few projects were identified for Focus on Energy incentives.
- Mike Gentry also met with the new Director of Buildings and Grounds at the Cedarburg School District, Brian Braaksma and with Administrative Assistant Dawn Seltrecht for an annual account review.
- CL&W and WPPI Energy plan again this year to offer the \$1,000 high school scholarship through the CCSF (Cedarburg Community Scholarship Fund).

APPROVAL OF BILLS

The bills, as listed on the 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 David Pagel seconded by Tim Larson, to adjourn at 7:21 p.m. Motion carried.