

CEDARBURG LIGHT & WATER COMMISSION

April 18, 2022

The regular monthly meeting of the Light & Water Commission was held on Monday, April 18, 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, Administrative Manager Mari Lauer, Staff Accountant Keri Shumway

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 21, 2022 were read and approved on a motion by Patricia Thome, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR MARCH

Accounts Payable, ACH, & Wire Transfers	\$1,222,851.00
Payroll	<u>82,584.00</u>
Total Vouchers	\$ 1,305,435.00

BANK BALANCE FOR MARCH

3/1/22 Balance Available	\$ 581,456.65
+ Deposits	1,548,447.44
- Checks and Other Debits	<u>1,695,542.56</u>
3/31/22 Available Balance	\$ 434,361.53

REVENUE ITEMS FOR MARCH

kWh Sold – 8,565,210	\$ 873,606.57
Water Sold 25,050,986 Gallons	<u>129,989.93</u>
	\$ 1,003,596.50

Water Pumped 34,649,010 Gallons
Power Purchased – 8,789,438 kWh

NEW BUSINESS

PRESENTATION OF THE 2021 AUDIT REPORT BY BAKER TILLY

The Management Report and 2021 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 2021 audit.

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

PRESENTATION OF THE 2021 BUDGET TO ACTUAL REPORT

The 2021 Budget to Actual Report was provided to commissioners in advance of the meeting. The report summarizes how actual costs compared to budgeted costs for 2021. 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.

SEARCH COMMITTEE UPDATE

The Search Committee gave an update on the recent activities related to the general manager position. The position description is being developed. The commissioners were asked to review the position description, and provide any updates. The final document will be sent to the consultant in the next week.

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:

- Outages
 - 2022 Electric Service Outages to date: 4
 - 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. The grant funding is complicated with rules and regulations. RA Smith is beginning initial inspections of each home within the project area to verify that the service is lead, and to visualize the placement of the new service. Bids were opened for this project at the end of March, and the project was awarded to MRJ Construction out of Denmark WI.
- Annual full system hydrant flushing will be run from April 25 through May 13.
- March Water Pumpage
 - 2022 = 34,649,010
 - 2021 = 36,264,570
 - 2020 = 37,696,280

Office Update:

- Electric rate case: The revenue requirement letter is being reviewed by the PSC and should be posted in the coming weeks. The next step in the process is rate design, looking at fixed charges and different rate classes.
- Financial audit: The audit is complete. There were no correcting errors.
- Smart Home Pilot: Questline is finishing up some programming details before linking to our website.
- Recycling Events: CL&W will be partnering with the Cedarburg Fire Department to offer recycling of appliances and electronics at Fireman's Park. The events will be held on April 30, June 11, and September 24 from 9am-Noon.

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 Tim Larson, seconded by Patricia Thome to adjourn at 7:15 p.m. Motion carried.