

CEDARBURG LIGHT & WATER COMMISSION

April 18, 2023

The regular monthly meeting of the Light & Water Commission was held on Tuesday, April 18, 2023 at 6:00 p.m. at the utility office.

Call to order by Andy Moss

Roll Call: Present – Joseph Dorr, Tim Larson, Andy Moss, David Pagel, Paul Radtke
Excused – Blaine Hilgendorf, City Council Member Patricia Thome
Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, Staff Accountant Keri Guidinger, 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 20, 2023 were read and approved on a motion by Paul Radtke, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR MARCH

Accounts Payable, ACH, & Wire Transfers	\$ 1,531,811.00
Payroll	<u>88,031.00</u>
Total Vouchers	\$ 1,619,842.00

BANK BALANCE FOR MARCH

3/1/23 Balance Available	\$ 984,806.99
+ Deposits	1,451,482.42
- Checks and Other Debits	<u>2,237,645.58</u>
3/31/23 Available Balance	\$ 198,643.83

REVENUE ITEMS FOR MARCH

kWh Sold 8,476,426	\$ 870,935.02
Water Sold 24,936,026 Gallons	<u>130,280.41</u>
	\$ 1,001,215.43

Water Pumped 30,465,940 Gallons
Power Purchased – 8,728,576 kWh

NEW BUSINESS

PAYMENT PROCESSOR CONVENIENCE FEE MODEL; AND ACTION THEREON

Currently CL&W absorbs transaction fees with the payment processor, Paymentus. Management recommends transitioning to a convenience model where the customer is responsible for all fees. This would result in a \$3.50 fee per \$300 transaction for the customer.

To make the change to this model, an amendment to the master agreement would be necessary and the payment platform would need to be updated. This amendment would have a 5-year contract length. Shorter terms were reviewed, but would have increased the per transaction fee. Increasing the \$300 per transaction maximum would also increase the per transaction fee, which would be unnecessary as a \$300 maximum covers over 85% of residential and small commercial customers. The process is estimated to take 2-3 months to implement if approved.

A motion was made by David Pagel, seconded by Tim Larson to approve the payment processor convenience fee model as presented. Motion carried.

PRESENTATION OF THE 2022 FINANCIAL AUDIT REPORT BY BAKER TILLY; AND ACTION THEREON

The Management Report and 2022 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 2022 audit.

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

A motion was made by David Pagel, seconded by Paul Radtke to approve the 2022 audit report as prepared by Baker Tilly. Motion carried.

2022 BUDGET TO ACTUAL REVIEW

The 2022 Budget to Actual Report was provided to commissioners in advance of the meeting. The report summarizes how actual costs compared to budgeted costs for 2022. 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.

APPROVE AND ADOPT 17TH EDITION OF THE APPA SAFETY MANUAL; AND ACTION THEREON

A motion was made by David Pagel, seconded by Tim Larson to adopt the 17th Edition of the APPA Safety Manual. 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.

WPPI is sending out the large business customer surveys. The surveys go to multiple people at each of the businesses.

WPPI is starting a new Technology Working Group.

The winter moratorium ended April 15. 138 customers received disconnection notices. Seven customers were disconnected on April 17, and everyone was reconnected by April 18.

APPROVAL OF BILLS

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

ADJOURN

A motion was made by Paul Radtke, seconded by Tim Larson, to adjourn at 6:52 p.m. Motion carried.