

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
JANUARY 18, 2016**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on January 18, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, Ron Dickrell, Jason Angell, and Utility staff. Absent were Commissioners Harry Borgman and Alen Johnson and Alderperson Peter Hendler.

- During public comment, William Summers stated the utility provides top quality service. He also discussed recent changes in the utility website and a decrease in information and ease of use. Dan Helwig with Design Unlimited stressed that they are there as an asset to the utility and community and want to have opportunities to bid on local projects.
- Betty Ramker was presented with an award for ten years of service.
- Ron Dickrell and Jason Angell presented information on a 200 block project concept.
- The General Manager and Financial Manager walked through the operations and maintenance budget and several rate of return analysis scenarios.
- Commissioner Johnson arrived at 4:27 p.m.

**UC/16-01** Motion by Maggitti, seconded by Eberl, to approve the operations and maintenance budget. All ayes, motion carried.

**UC/16-02** Motion by Johnson, seconded by Maggitti, to approve payroll for December in the amount of \$347,070.13 and general bills for December in the amount of \$2,686,206.68. All ayes, motion carried.

**November 2015 Financial Statement Notes**

**Electric Utility**

- Net income was \$15 thousand for the month, with a net income of \$1.334 million year-to-date.
- Net operating income was \$147 thousand for the month, compared to budgeted net operating income of \$207 thousand. Year-to-date net operating income was \$2.435 million, compared to budgeted net operating income of \$2.148 million.
- Operating expenses for the month included \$23 thousand for stray voltage testing at two farms.
- After adjusting for the PCAC timing, net operating income for the month was \$142 thousand.
- November consumption was up 2.59% from November 2014, with year-to-date consumption down 0.48%. Year-to-date energy losses were 2.07%, compared to prior year losses of 2.47%.

**Water Utility**

- Net income was \$62 thousand for November, with a net income of \$569 thousand year-to-date.
- Net operating income was \$98 thousand for the month, compared to budgeted net operating income of \$101 thousand. Year-to-date net operating income was \$1 million, compared to budgeted net operating income of \$713 thousand.
- November consumption was down 1.09% from November 2014. Year-to-date consumption was up 4.22% from the prior year, with Industrial showing an increase of 17%. Year-to-date water losses were 12.91%, compared to prior year losses of 15.04%.

**Communication Utility**

- Net income was \$15,433 for the month, compared to budgeted net income of \$18,077. Year-to-date net income was \$161,122, compared to budgeted net income of \$189,944.

**UC/16-03** Motion by Johnson, seconded by Holck, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The Human Resources Manager presented information on foam trailers donated to the fire department.

**UC/16-04** Motion by Holck, seconded by Johnson, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing exempt wages and General Manager review.

All ayes, motion carried. Closed session at 4:57 p.m.

**UC/16-05** Motion by Holck, seconded by Johnson, to resume in open session. All ayes, motion carried. Open session resumed at 6:26 p.m.

**UC/16-06** Motion by Holck, seconded by Johnson, to approve consultant's recommendation for exempt percent increase; with a management recommendation to replace quintile system no later than the July meeting. All ayes, motion carried.

**UC/16-07** Motion by Holck, seconded by Johnson, to adjourn. All ayes, motion carried. Meeting adjourned at 6:26 p.m.



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John Maggitti, Secretary

**Department: Technical Services**

**Manager: Cathy Lotzer**

**Contributing: Heather Young, Shawn Marsh, Jim Benson**

**Month: December 2015**

- Cathy and Shawn are working with Shortel and Charter representatives to start our new phone system installation project.
- Cathy, Heather, and Shawn participated in a Grid Exercise on cyber security. This was a smaller scale exercise similar to the larger NERC exercise.
- Heather and Cathy held a NERC Standard meeting to discuss several PGPs up for review.
- Heather is working with Environmental Systems Corporation to create new reporting capabilities in StackVision.
- Heather completed the annual EOP-004-2 Event Reporting training for the Electric Department.
- Shawn and Cathy visited Wisconsin Rapids to learn more about their use of NISC Software.
- Shawn and Cathy continue to work with crews to set up their new smart phones. Several employees are testing templates from our new app for functionality before rolling out to full crews.
- Shawn completed Cyber Security training for the Electric Department.
- Jim coordinated with the City on the removal of a collapsed culvert and the restoration of the creek bank.
- Jim is working with Rotary members to establish a staging sight for the clubs Winter Wonderland lights. Doine began excavation on 01/04/2016.
- Jim participated in two webinars with Focus on Energy in preparation for the 2016 year.

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch & Tony Nelson

Month: December 2015

- M-1 didn't run during the month of December.
- Electric AMI meters installed: 8,140 out of 13,100 (62.5%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far. Ray Burrill has helped with check reads and transfers to allow others to focus on meter change outs.
- Tony, Cathy, Heather, Shawn and I participated in a Securing the Grid exercise on December 2<sup>nd</sup>. This was a table top physical and cyber exercise. The exercise allowed us to discuss how different types of attaches would affect operations and the steps we would take to rectify the situation.
- Eric Lorenzen attended the ESRI Wisconsin User Group Conference in Milwaukee December 2<sup>nd</sup> – 4<sup>th</sup>.
- Eric attended the MEUW JT&S Overhead/Underground Design Seminar in Eau Claire December 8<sup>th</sup> – 9<sup>th</sup>.
- Cole, Dustin, Ray, Tony, Nick Whipple, and I completed the annual Gas Operations and Maintenance procedures review with Tyler Enloe with USDI on December 14<sup>th</sup>.
- Lonnie Mesar with MEUW Job Training and Safety Program provided De-energized Lines and Equipment training to the electric department staff on December 16<sup>th</sup>.
- Security cameras were installed at McMillan Substation near the end of the month. The vendor is working to update the software and server to include these cameras.
- The electric department received vendor provided training on transformers with Internal Fault Detection
- The electric department completed the physical inventory audit December 15<sup>th</sup>.
- Ryan, Robert, and I worked outages related to the heavy wind and ice storm that hit Marshfield the previous night through early Christmas Eve morning.
- Circuit 432, 433, 741 inspection and repairs for 2015 were completed.
- Ryan Steffen, Robert Olwell, Mike Vanderwyst, Jeff Irish, Jeff Holbrook, Dean Bohman, and Tim Habermeyer have been rebuilding the taps heading East and West off the South Washington Avenue project.
- Jim Seefluth and Randy Ayer wrapped up the new Library Project as well as working services and street lights.

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** December 2015

- Insurance renewals were finalized during the month. We will continue our coverage for liability, auto liability, auto physical damage, and worker's compensation s with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) group. We have chosen Cincinnati Insurance as our provider of crime insurance for 2016. The total premium for these policies in 2016 is \$109,326, which is \$1,855 lower than the 2015 premium. For 2016, we have elected to have our auto coverage includes full replacement cost instead of actual cash value.
- Our property insurance in 2016 will be provided by Municipal Property Insurance Company. The premium for 2016 is \$50,418. The 2016 premium through the Local Government Property Insurance Fund, our previous insurance carrier, would have been \$86,425.
- The renewal for the boiler insurance coverage for the M-1 combustion turbine, which is provided by Johnson Insurance, was received for 2016. The premium is \$85,309 for 2016, with no increase from 2015.
- The boiler insurance, which excludes the M-1, is a group policy with the City, school district, and UW Marshfield/Wood County. The City will calculate our portion of the premium at a later date.
- On 12/15/15, the Electric, Water, and Communications physical inventory was taken. After test counts were performed, counts were entered into the inventory system and variance reports were produced. Final variances were very good with Electric having a -.92% variance (.69% in 2014), Water with a -.19% variance (-1.02% in 2014), and Communications with a 0.0% variance (0.00% in 2014). Year-end line exempt inventory counts are used to do a year-end true up, establish re-order quantities, and determine the standard exempt material allocation for next year.
- The electric, water, technical services, and office departments went to Wisconsin Rapids Water Works and Lighting, to see first-hand the NISC software that they are using for their accounting, billing, and other utility functions.
- We have begun working on year-end closing activities. Property records and general accounting functions all have annual recapping and reconciling responsibilities this time of year.
- Starting with 2015, our audited financial statements will show an asset or liability for our portion of the WRS overfunding or underfunding, and is based on 12/31/14 WRS amounts.
- As part of the agreement with the City of Marshfield on the water tower space leases for cell phone antennas, 10% of the yearly revenues are given to the City. For 2015, this amount was \$6,303.
- The 60 day cash reserve calculation has been updated on the December cash reports, and is based on 2014 and 2015 cash outflows, less capital expenditures and bond principal and interest payments.
- Starting in December, we are offering incentives for customers to sign up on PowerPay, our

automatic bill payment plan. Customers will get two LED light bulbs, plus the choice of a snowbrush or a water bottle. As of January 8<sup>th</sup>, 61 customers have signed up. This promotion will run through the end of May 2016.

- It has been mentioned that the purchase order list, which is provided monthly, has limited value. If there are no objections, we will discontinue providing this list, starting in February.
- Currently, we have 4 banks and City Hall that are pay stations for our customers. Effective February 29<sup>th</sup>, we will discontinue these pay stations, due to decreased use and processing delays. We will be working with these pay stations to notify our customer of this change, and encouraging these customers to sign up for PowerPay. The drop box on the first floor of City Hall will continue to be used for customer payments.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** December 2015

Sensus RNI Software shows 4568 AMI water meters installed. This represents a 55.5% completion rate for the water portion of the project.

The new Depot Street Water Tower is in total control of the Low Pressure Zone (approximately 75% of the city). All pump controls and pump matrixes are being tested to make sure they perform perfectly. The Grant Park Water Tower has been drained and will remain out of service until the reconditioning project on the Grant Park Water Tower has been completed.

Crews repaired 7 water main breaks in December. This compares to 2 main breaks in December of 2014 and to 9 water main breaks in December of 2013.

All water system operation specialists successfully completed the DATCAP required lab proficiency testing which allows us to internally test for bacteriology using the 24-hour Colilert method.

Crews are progressing with the large periodic meter testing program.

Employee Department reviews were completed in December.

John Richmond is working with S.E.H. Engineering on the design of the upcoming Upham Street CIPP project.

Erick Boon is working with John Richmond on the designs of the upcoming Locust Avenue, Hemlock Avenue and Weister Court projects.

Jeff Nikolai and Erick Boon attended a Winter Operations training seminar in Plover at the Rural Water Training Facility.

Seam Wall, MEUW Safety Coordinator, conducted a Bench Grinder Safety Training program. He also toured a few outlying facilities and made several recommendations of ideas to improve safety.

### **Groundwater Guardians**

Remember to drop off your unused health care products and expired medications at the Marshfield Police Department.