

MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
May 15, 2014

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by Vice President Aaron Pitzenberger at 4:00 p.m. on May 15, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Patrick Ott, and Aaron Pitzenberger. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, and the Utility staff. Absent were Commissioners Mike Eberl and George Holck.

- A 5 year service award was presented to Dustin Oleson.

UC/14-32 Motion by Nienaber, seconded by Ott, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/14-33 Motion by Ott, seconded by Nienaber, to approve payroll for April in the amount of \$215,863.73 and general bills for April in the amount of \$5,449,975.10. All ayes, motion carried.

Pam Nikolai and Mike Brehm presented information on the Wildwood Zoo grizzly bear project.

Mike Eberl arrived at 4:13 p.m.

UC/14-34 Motion by Nienaber, seconded by Ott, to approve the following job order(s):

JO #5694	704 West Blodgett: Install 6 inch valve by Patio service on West Blodgett St.	\$6,213.93
JO #30013	Roehl Fiber Project: Install overhead and underground fiber optic cable to connect Roehl Transport main campus facility to Hotel Marshfield.	\$69,101

All ayes, motion carried.

March 2014 Financial Statement Notes

Electric Utility

- Net loss was \$56 thousand for the month, with a net income of \$306 thousand year-to-date.
- Net operating income was \$80 thousand for the month. Year-to-date net operating income was \$716 thousand, compared to budgeted net operating income of \$855 thousand.
- After removing the effects of the PCAC timing, March showed a net operating income of \$221 thousand, with a year-to-date net operating income of \$861 thousand.
- In March, a separate account at LGIP was set up to segregate large deposits paid by customers for line extensions. This account, named Customer Contributions Fund, is shown on page one of the balance sheet under Other Property and Investments.
- Operating expenses for the month included WRS refunding bond payment to the City for \$72 thousand.
- March consumption was up 6.16% from March 2013, with year-to-date consumption up 6.27%. Year-to-date energy losses were .44%, compared to prior year losses of 2.68%.

Water Utility

- Net loss was \$44 thousand for March, with a net loss of \$44 thousand year-to-date.
- Net operating loss was \$23 thousand for the month, compared to budgeted net operating income of \$6 thousand. Year-to-date net operating income was \$18 thousand, compared to budgeted net operating income of \$112 thousand.
- Operating expenses for the month included \$6 thousand for pump repairs and maintenance at Well 22, \$7 thousand for repairs to the portable generator, WRS refunding bond payment to the City for \$37 thousand, \$14 thousand for main break street repairs, and \$7 thousand for contractors used to help thaw services.

- March consumption was up 1.20% from March 2013, with year-to-date consumption up .84%. Year-to-date water losses were 13.02%, compared to prior year losses of 11.55%.

Communication Utility

- Net income was \$10,101 for the month, compared to budgeted net income of \$13,931. March year-to-date net income was \$22,756, compared to budgeted net income of \$39,065.
- The General Manager and department managers reviewed noteworthy projects including:
 - Electric: Stratford has asked if we would be willing to help when needed as they are no longer partnering with WPS. We are working on a contract and items that would be needed. The first electric AMI meters have been installed and we now will start testing the software.
 - Water: John Richmond was a part of this year's Leadership Marshfield class. His group developed a chloride awareness and reduction program for the community.
 - Technical Services: The CFL recycling program is going well. The drop off locations are seeing a lot of traffic.
 - Administration: In honor of our 110th anniversary, the utility will be participating in the Dairyfest parade. We will be handing out novelty construction hats to the kids and will have two hybrid trucks in the parade.
- The General Manager and the Water Superintendent presented information on replacing truck 502.

UC/14-35 Motion by Pitzenberger, seconded by Ott, to authorize the purchase of a replacement for truck 502. All ayes, motion carried.

- The General Manager and Electric, Communications, and Gas Manager presented information on replacing truck 506.

UC/14-36 Motion by Ott, seconded by Nienaber, to authorize the purchase of a replacement for truck 506. All ayes, motion carried.

UC/14-37 Motion by Nienaber, seconded by Pitzenberger, 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 the General Manager's review.

All ayes, motion carried. Closed session at 4:44 p.m.

Open session resumed at 5:58 p.m.

UC/14-38 Motion by Nienaber, seconded by Pitzenberger, to adjourn. All ayes, motion carried. Meeting adjourned at 5:58 p.m.



Patrick Ott, Secretary

Department: Electric
Manager: Nicolas Kumm
Contributing: Greg Geiger
Month: April 2014

- The M-1 generator ran 3 times during the month of April for approximately 33 hours.
- MEUW conducted safety training Session 6 on bucket and pole top rescue on April 10th.
- Kris Zwicky, MEUW Regional Safety Director provided training root cause analysis of accident investigating with managers and supervisors on April 21st.
- I attended the APPA 58th Annual Engineering and Operations Technical Conference in Oklahoma City April 6th – 9th. Some of the topics covered included mutual aid, FEMA support, cyber security, and public education.
- The M-1 outage was completed during the week of April 14th-18th. During the outage Cole Eswein, Dustin Oleson, and Ray Burrill completed calibrations, installation of generator oil mist eliminator vent kit, over speed checks, fire system inspection and lube oil system alarm verifications. The borescope, collector box alignment, and drive shaft alignment were delayed until May due to the cold weather.
- During the month I have been meeting with local fire and police departments to provide information on our natural gas pipeline that feeds the power plant. This is a requirement of our public awareness plan.
- The first AMI electric meter was installed on April 23rd. At the end of the month a total of 3 AMI electric meters have been installed.
- Derrek Caflisch has been working on customer and city road projects.
- Don Rogers has been working on Robin Road rebuild and new customer line extensions.
- Faith Schmidt is handling all purchase orders while other staff is on leave. She is also sending out letters for the water meter AMI change-outs and scheduling appointments with customers for the water meter AMI change-out.
- Nicolas Whipple has been working on equipment standards related to the Enbridge project. This includes developing construction drawings and specifications for equipment. He is assisting with automated meter reading project.
- Greg Geiger met with the local advisory committee for Chippewa Valley Technical College to discuss the new energy center, apprentice guidelines and curriculum. He also met with the lineworkers advisory council to work on budgeting needs for the New Year, maintenance issues and additional educational opportunities. He has also been working on inventory requirements for the new Enbridge line.
- Jeff Holbrook has finished up with Powertown presentations for the year. This is a program that is used to educate grade school students on uses and possible dangers of electricity.
- Randy Ayer passed year 3 of his apprenticeship at CVTC while Tim Habermeyer and Robert Olwell passed year one. Great job to all three.

- Jeff Holbrook, Ryan Steffen, Mike Vanderwyst, Robert Olwell and Tim Habermeyer have continued with the Peach street rebuild.
- Jeff Irish and Randy Ayer have been handling customer requests, services, and street lighting.

Department: Office
Manager: Kent S. Mueller
Month: April 2014

- We have seen an increase in customer contacts as the winter disconnection moratorium ended April 15th. Over 1600 payments were made by customers in our office in April. Customer service employees have been working with customers on payment arrangements. In April, 282 payment arrangements were signed by customers, which was the highest number of agreements ever signed in one month, compared to 271 in April 2013. Our past due electric balance went from \$132,674 at the end of March to \$53,895 at the end of April.
- In April, we disconnected 112 customers for non-payment, compared to 93 in April 2013.
- On April 15th, the 2013 payment in lieu of tax (PILOT) totaling \$1,840,920 was sent to the City. Last year, the PILOT payment was \$1,795,158.
- On April 15th, the 2013 dividend payment totaling \$281,472 was sent to the City. The dividend payment for the previous year was \$268,814.
- With the approval from the Commission to file a Simplified Rate Case (SRC) for the water utility, our next steps were to provide notice to our customers and file the application. A notice was placed in the Marshfield News Herald on April 30th informing our customers of the rate increase. We will also notify our customers with a statement message in August, which will be the first month that the rates will be billed. The application to increase the rates was filed with the PSC on May 2nd.
- On April 10th and 11th, Bob Trussoni and Kent Mueller attended the 5th Annual LWMMI Policyholder Conference in Wisconsin Dells. Many good topics were discussed, including how municipalities dealt with flooding and other disasters.
- Starting in April, Patti, Kent and others are attending two APPA webinars – one for Customer Service and one for Accounting and Finance. The Customer Service series includes 4 webinars, and the Accounting and Finance series includes 7 webinars. Each series holds one webinar per month.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: April 2014

- Cathy reported information to the PSC and MRETS (Midwest Renewable Energy Tracking System) for our 2013 renewable requirements.
- Cathy and Heather participated in a three-day NERC Standards Webinar.
- Cathy, Heather, Shawn, Nick, and Bob participated in an APPA Cybersecurity Awareness webinar.
- Cathy, Heather, Melissa, Amanda, Jim, and John participated in drug sorting in preparation for the semi-annual DEA Take-Back event on April 26th. To date in Marshfield we have **collected over 6,539 pounds**.
- A Severe Weather Warning drill was conducted on April 23th. Staff moved to the designated shelter area in under three minutes.
- Kris Zwicky, MEUW Safety Coordinator, conducted Accident Investigation and Root Cause Analysis training for supervisory staff.
- Heather has been working with Cathy and Nick to update Marshfield Utilities' Policies, Guidelines and Procedures for applicable NERC Standards.
- Heather resubmitted the 2013 Air Emissions Inventory Report to the WDNR on April 23rd and the 2013 Q1 Excess Emissions Report to the WDNR on April 14th.
- Heather submitted a response to the WDNR Request for additional information regarding MU's pending operation permit on April 21st.
- Shawn worked to create an electronic message board system that management can use to easily get information to employees.
- Shawn worked with Per Mar on setting up their DSX software that he and Cathy will use to program our new access control system.
- Shawn has been working with Sensus and Priority Business Systems to continue the creation of our AMI servers. He is also working to replace all remaining XP operating system PCs.
- Shawn worked with Jim and McMillan Electric getting the projector mounted in the ceiling and has ordered cabling to complete the video portion of the project. They are also working on getting two demo cameras mounted up and connected to provide surveillance over the cashier windows and Wildwood Substation.
- Jim is working on vehicle replacement quotes, completion of conference room media center, updating of our heating and cooling system, as well as addition of chemical treatment to the system. He is also working with Greg and Nick on cleaning up the stores area by getting rid of old unused equipment and tools.
- Jim is working with Focus on Energy coordinating a presentation date and time for a ceremonial check presentation to Prevention Genetics, who received approximately \$91,000 in rebates. He is also work with contractors and business owners on FOE project coordination.

Department: Water
Manager: Dave Wasserburger
Month: April 2014

- Mike Pero has been with the Water Department since July of 2010. On April 17th he and his wife Angie had a new addition to their family, a baby girl. Congratulations Angie and Mike.
- Crews repaired six water main breaks in April. Five of these were on water mains that were frozen and had split the pipe while froze. They did not begin to leak until the water in the main thawed out. Two of these were on circulating water mains and four were on dead end water mains. I have been here 31 years and until this year had never witnessed a circulating water main freeze.
- We have had 68 water main breaks since July 1 of 2013. We still have May and June to go to beat the all time record of 72.
- We have started sending out letters for the AMI program again. We have 2111 meters changed out or 25.5% of the total.
- Street Project bids for 2014 were opened. Haas Construction was the low bidder and was awarded the projects. These include the total reconstruction of North Street from St Joseph Avenue to Wood Street and some storm sewer and water main work on Park Street.
- Marshfield Clinic Occupational Health provided fit testing for respirators on April 2nd. All Water Department employees participated. Kris Zwicky of MEUW presented Lockout-Tagout training to all employees on April 23rd. Hearing Testing was conducted for the Utility on April 28th.
- Crews have spent significant time cleaning up streets and boulevards that were damaged during the winter. The late and wet spring has not allowed us to do much repairing of lawns yet.
- John and I have been working on the Adler CIPP project and the Water Tower bidding. Bids are set to be opened for the Adler CIPP project on May 22nd. The Water Tower will follow shortly after.

Groundwater Guardians

Unwanted and expired pharmaceuticals were sorted out at the Marshfield Police Department on April 24th in preparation for DEA's Eight National Take-Back Initiative which was held on Saturday April 26th.