

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
FEBRUARY 8, 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 February 8, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, and Utility staff. Absent were Commissioner Alen Johnson and Alderperson Peter Hendler.

- During commissioner, council, and staff comments, Alderperson Earll stated that he likes the commission meeting recap the General Manager provides to the city council.
- The Human Resources Manager presented information on the Office Supervisor wage for approval.

UC/16-08 Motion by Maggitti, seconded by Borgman, to approve the Office Supervisor wage as presented. All ayes, motion carried.

- Erick Boon was presented with an award for fifteen years of service.

UC/16-09 Motion by Borgman, seconded by Maggitti, to approve the following job orders:

17845	Single Phase Rebuild Klondike Rd to Stat Rd North to replace aging system & copper conductor	\$91,145.00
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All ayes, motion carried.

UC/16-10 Motion by Borgman, seconded by Holck, to approve payroll for January in the amount of \$237,964.87 and general bills for January in the amount of \$2,860,196.56. All ayes, motion carried.

UC/16-11 Motion by Maggitti, seconded by Holck, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The Department Managers reviewed noteworthy projects including:
 - Administration – the General Manager will consolidate department reports into one report starting next month as a trial.
 - Water – answered questions on water meter switch outs.
 - Electric – answered questions on the AMI progress for electric.
- The Water Superintendent presented information on water utilization and losses.

UC/16-12 Motion by Maggitti, seconded by Borgman, 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 General Manager review.

All ayes, motion carried. Closed session at 4:19 p.m.

UC/16-13 Motion by Borgman, seconded by Holck, to resume in open session. All ayes, motion carried. Open session resumed at 5:42 p.m.

UC/16-14 Motion by Maggitti, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 5:43 p.m.

A handwritten signature in black ink, appearing to read 'J Maggitti', is written above a horizontal line.

John Maggitti, Secretary

Department: Electric

Manager: Nicolas Kumm

Contributing: Derrek Caflisch & Tony Nelson

Month: January 2016

- M-1 didn't run during the month of January.
- Electric AMI meters installed: 8,275 out of 13,100 (63.5%). Progress has slowed over the past few months due to a supply issue with the vendor. This has allowed staff to spend time to become more familiar with the AMI software and develop more detailed processes to address meter alarms/warnings. We are expecting first article meters soon. The first article shipment contains a limited number of meters MU must test and approve before full shipments can be sent.
- Sean Wall with MEUW has completed CPR recertification with many of the electric department staff during the month.
- January 12, FBI Special Agent Leah Nemetz from the Wausau field office gave a presentation on Cyber Threats to department staff. She also met with staff to review MU's critical facilities and discuss potential threats.
- Randy Ayer, Derrek and I attended the 2016 Joint Superintendent's Conference in Wisconsin Dells January 27th – 28th. The conference included a Graduation Awards Banquet where Randy and the other members of his class were recognized for completion of the Journeymen Linemen Apprenticeship Program.
- Security cameras are installed at McMillan Substation. We are working on adjusting the camera software to maximize the functionality of the cameras.
- Nicolas Whipple, Eric Lorenzen, and Tony attended the CEMA class on the NEC code at the Eagle's Club January 27th
- Cole Eswein attended substation apprentice school January 4th – 8th.
- January 9th the 741 OCR had a resistor fail on the 125VDC power board. Dustin Oleson was able to procure a new resistor and complete repairs on the circuit board. The board was reenergized, tested for functionality, and put back into service on January 25th.
- Jeff Irish, Mike Vanderwyst, and Jeff Holbrook finished the installation of a third primary phase conductor to the Hawthorn and 8th Street lift station.
- Jim Seefluth and Randy Ayer finished the removals of the overhead primary facility in the Marshfield Mobile Home Park. They had been waiting on frost to get the bucket trucks in on this job. Jim and Randy have also been working street lighting and services.
- Ryan Steffen and Robert Olwell are waiting for communication line transfers on the S. Washington Ave. to complete the removal of poles. They have since started the CTH B rebuild project south of USH 10.
- Dean Bohman, Tim Habermeyer, Jeff Holbrook, Mike Vanderwyst, and Jeff Irish were transferring load to the new Ckt. 232 on the North side of McMillan East of the McMillan Substation. They have also been cutting over existing customers on the South side of McMillan, throughout the same corridor, up to the old Ckt. 133 in preparation to set poles.

Department: Office
Manager: Kent S. Mueller
Month: January 2016

- We have been working on year-end closing activities. This is a very busy time of the year for accounting, due to the many closing and recording requirements we have. We will be ready for the Schenck audit team to begin their work on Monday, February 8th. The financial statements will be presented to the Commission at the March 14th meeting.
- Some statistical highlights for 2015:
 1. The number of deferred payment agreements negotiated in 2015 was 1,538, up from 1,217 in 2014.
 2. The number of disconnections for non-payment in 2015 was 493, compared to 581 in 2014.
 3. The number of customers participating in our PowerPay™ program continued to grow. In December 2015, there were 2,793 customers on PowerPay, compared to 2,696 in December 2014. Now, over 21.4% of all bills are paid through our ACH program. In December, we started a campaign to increase the number of PowerPay customers by providing incentives to sign up. To date, an additional 111 customers have signed up.
- An \$85,165 payment for an additional voluntary capital call was made to ATC on January 22nd. On January 29th, an ATC earnings distribution for the fourth quarter 2015 totaling \$54,655 was received. Since our initial investment in 2001, the utility has received over \$6.3 million in cash distributions from ATC.
- We started receiving collections for delinquent accounts registered with the Wisconsin DOR Tax Refund Intercept Program (TRIP) in 2010. In 2015, we collected \$22,267 through this program, which is down from the 2014 collections of \$24,514. In total, \$36,232 was collected in 2015 on accounts that were sent to collections for payments. In 2015, we began sending our new uncollectible accounts to the State Debt Collection (SDC) program. In addition, any uncollectible accounts over \$500 at our collection agency were recalled, so that we could also file these accounts with SDC, since they have more options of collecting the debts and Marshfield Utilities does not pay a collection fee. Over \$4,900 was collected through the SDC program in January 2016.
- With the approval of the Office Supervisor position, we began the process to fill this position. Ross Larson was selected out of the 100 applicants. He has over 20 years of management experience. His first day with Marshfield Utilities will be February 15th.
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Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: January 2016

- Cathy and Shawn have been working with our new phone reps. The server has been configured and while final settings are made, several phones are being tested internally. We will continue to roll out phones to staff for internal use and training before going live with the new system.
- Cathy and Shawn have been working the PerMar reps on final camera settings for the McMillan Sub project. We will continue to evaluate the cameras at this site before continuing with the other subs.
- Cathy, Heather, Jim, and Shawn all completed CPR, First Aid, and AED training and certification.
- Cathy completed applications for Groundwater Guardian and Groundwater Guardian Green Sites for the 2016 program year.
- Cathy and Heather participated in training conducted by the FBI on Cyber Security.
- Heather worked to submit the 2015 Q3-Q4 Excess Emission Report to the WDNR. She also worked to submit the quarterly emission data report to EPA.
- Heather, Jim, Shawn, and Cathy participated in the website committee meeting.
- Heather, Cathy, and Shawn participated in the solar committee meeting.
- Shawn has been working with employees on issues with cell phones as they come up.
- Shawn has been working with the Water Department and Allmax to get the SCADA reports set up. He also set up a new printer at the WTF.
- Jim has been working on resolving multiple issues with our Heat Pump system.
- Jim is currently working on the new 2016 Multi-Family Direct Install program including the Common area lighting package.
- Jim and Tony are investigating and pricing out a vehicle to meet the needs of specialized meter testing equipment. Jim is acquiring the State Bid list and will obtain local bids.

Department: Water
Manager: Dave Wasserburger
Month: January 2016

Sensus AMI software shows 4689 water meters installed as of 2-1-2016. This number represents 57% completion for the water portion of the AMI project. We continue to mail out 50 letters per week to our customers requesting them to schedule an appointment to have an AMI meter installed.

Water Crews repaired 8 water main breaks in January. This compares to 4 repaired in 2015 and to 15 repaired in 2014.

Safety training was provided by Sean Wall of MEUW for ladder climbing, CPR, blood borne pathogens and first aid.

Erick Boon and Aaron Paun have been working on the road profile and water main replacement design for Locust Avenue. Once completed with Locust, they will work on the water main design of Weister Court and for Hemlock Avenue.

Andy Busscher had been working with the new reporting software. He is implementing water tower level, temperature, pH, psi and pumpage trends and reports.

The large water meter change-out program for this year has been completed.

Well 6 pumping equipment was pulled and inspected. It was constructed in 1946 and last pulled and inspected in 2004. The well and screens appear to be 16" in diameter. The pump bowls, impellers, column pipe, bearings and bearing spiders all need to be replaced. The well screens appear to be about 90% blocked. It has been recommended that we perform a mild rehabilitation to the well due to its age. We plan to gently brush the screens with a wire brush, bail out any solids build-up resulting from brushing, pump the well to allow the water to clear up and then televise the screens again to look for any screen failure. If the screens look intact, we will likely do some chemical treatment to remove mechanical and biological encrustation on the screens and in the aquifer, sterilize the well and place it back into service. If the screen is compromised in any way, it may be possible to install a new screen inside of the existing screen.

Rehabilitation work will begin in the near future.

Groundwater Guardians

More than 100 environmental and health organizations, agencies, activists and even state legislators recently sent a signed letter to Food and Drug (FDA) Commissioner Stephen Ostroff urging FDA to stop promoting flushing of medications as a primary means of drug disposal. This group has also made recommendations on creating a single disposal guidance system. To view the complete letter and suggestions for disposal please visit www.calpsc.org.