

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
NOVEMBER 9, 2015**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on November 9, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, George Holck, and Alen Johnson. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse and Utility staff. Absent was Alderperson Peter Hendler.

- During commissioner, council and staff comments, the General Manager reported on the result of internal discussions about exploring fluoridation options. It was decided to make no changes to the current practice.
- The group discussed board governance and presented a motion stating that staff will prepare and annually update a presentation on the value of the utility to the community to be presented to the common council by the utility commission in the spring of each year.

**UC/15-82** Motion by Borgman, seconded by Holck to approve the motion as presented. All ayes, motion carried.

- The General Manager and Financial Manager presented information on the Local Government Property Insurance Fund.

**UC/15-83** Motion by Holck, seconded by Maggitti to approve the withdrawal from the Local Government Property Insurance Fund. All ayes, motion carried.

- The General Manager presented committee findings on the building project.
- The Financial Manager presented the first draft of the Operations and Maintenance budget.

**UC/15-84** Motion by Maggitti, seconded by Borgman, to approve the following job orders:

<b>Job Order #</b>	<b>Description</b>	<b>Cost</b>
5723	Painting and reconditioning of 500,000 gallon Grant Park Water Tower	\$475,000.00
17830	Rebuild 1phase to replace aging system and copper conductor. Also relocating poles due to bridge const project on County Rd B.	\$31,071.00

All ayes, motion carried.

**UC/15-85** Motion by Holck, seconded by Borgman, to approve payroll for October in the amount of \$225,127.53 and general bills for October in the amount of \$3,294,275.07. All ayes, motion carried.

**September 2015 Financial Statement Notes**

**Electric Utility**

- Net income was \$148 thousand for the month, with a net income of \$1.031 million year-to-date.
- Net operating income was \$283 thousand for the month, compared to budgeted net operating income of \$121 thousand. Year-to-date net operating income was \$2.006 million, compared to budgeted net operating income of \$1.846 million.
- After adjusting for the PCAC timing, net operating income for the month was \$225 thousand.

- September consumption was up 2.85% from September 2014, with year-to-date consumption down 0.21%. For September, all classes of customers showed an increase in consumption, with the exception of Industrial customers. Year-to-date energy losses were 1.62%, compared to prior year losses of 1.18%.

#### Water Utility

- Net income was \$11 thousand for September and \$488 thousand year-to-date.
- Net operating income was \$127 thousand for the month, compared to budgeted net operating income of \$72 thousand. Year-to-date net operating income was \$835 thousand, compared to budgeted net operating income of \$543 thousand.
- Overall September consumption was up 12.46% from September 2014, with all major classes of customers showing an increase. Year-to-date overall consumption was up 5.03% from the prior year, with Industrial showing a 20% increase. Year-to-date water losses were 13.10%, compared to prior year losses of 14.97%.

#### Communication Utility

- Net loss was \$16,229 for the month, compared to budgeted net income of \$17,717. Year-to-date net income was \$130,215, compared to budget net income of \$153,790.
- There was an adjustment of \$30 thousand for revenue previously recorded. The looped billing rates started being billed in the first quarter of 2015, due to an oversight, to the Electric and Water Utilities. The correction was made in September after the third quarter billing was completed.

**UC/15-86** 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 Department Managers reviewed noteworthy projects including:
  - Electric shared information on an article in Energy & Infrastructure magazine featuring Marshfield Utilities.
  - Water gave an update on the water tower and the final inspection.
  - Office gave an update on the water rate case.
- The Technical Services Manager presented information on the Rx Round-Ups.

**UC/15-87** 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 staffing plans, Human Resources and General Manager reviews.

All ayes, motion carried. Closed session at 4:27 p.m.

**UC/15-88** Motion by Holck, seconded by Johnson, to resume in open session. All ayes, motion carried. Open session resumed at 5:58 p.m.

**UC/15-89** Motion by Borgman, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 5:59 p.m.



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John Maggitti, Secretary

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

- Patti has been working to complete the 2016 O&M budget. The first draft of the O&M Budget is in process of being completed and will be reviewed at the November Commission meeting. Final approval for the O&M budget is planned for the December Commission meeting.
- On October 15<sup>th</sup>, water and sewer tax roll notices were mailed to customers and property owners. This is the first step in the tax roll process. The past due water and sewer on these notices totaled almost \$97 thousand, compared to \$152 thousand in 2014. The next step in the process is a 10% penalty that is applied to unpaid balances after November 1<sup>st</sup>. A final submission to the City for placement on the tax roll is completed after November 15<sup>th</sup>. As a result of Act 274, a lien is created against the tenant, and the landlord can request that the lien be transferred to them. The landlord will have to go to small claims court to collect on this lien.
- The last disconnections for non-payment for the year were October 30th. There were 493 disconnections in 2015, compared to 581 in 2014.
- Each October, a review is completed to determine which residences that were disconnected due to non-payment are still occupied. A field check was conducted by meter personnel and followed up by office staff to ensure remaining dwellings were either reconnected or unoccupied by the end of the month. Two of the residences had re-connected the electric meters themselves. Seven residences that were disconnected were presumed to be occupied and were reconnected. After November 1<sup>st</sup>, a status report is provided to the PSC.
- On October 23rd, we sent \$28,388 to ATC for their 3<sup>rd</sup> request in 2015 for voluntary additional capital. This increases our investment in ATC.
- On October 30<sup>th</sup>, we received an ATC, LLC cash distribution totaling \$140,416. For 2015, \$477 thousand in ATC cash earnings has been received from ATC.
- Each year, we need to send to the state our unclaimed property. For Marshfield Utilities, this consists of uncashed checks over one year old, which were for customer refunds on closed accounts. We attempt to make contact with anyone that has uncashed checks. \$25 was sent to the state this year as unclaimed property.
- Kent is working on insurance renewals for property, liability and auto, and boiler insurance policies. Although the LGPIF will still exist in 2016 and we could continue with them for our property insurance, the premiums would be \$88,527 for 2016. We recommend that we transfer our property insurance and contractors' equipment from LGPIF to MPIC, effective January 1, 2016. Our premium with MPIC would be \$47,349, which includes a \$4600 savings by changing our deductible from \$5 thousand to \$10 thousand.
- PCS, our billing and accounting software provider, has partnered with PSN to provide additional payment options. Kent and Patti have been working with PSN to set up our

services with PSN. These services include eChecking and eSavings payments, and debit and credit card payments with different payment venues. These services will be available towards the end of November. We started using their outbound auto-call messaging in October.

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

All fire hydrants have been winterized.

All well houses and pumping stations have been winterized.

All street patches have been repaired.

The aeration tower replacement tower has been completed.

The Depot Street water tower has been filled and 2 consecutive bacteriology samples 24 hours apart have been taken and processed by our lab. The sample results were clean and indicated the water is safe for consumption. The tower will be put into service the first week of November.

The Grant Park Water Tower Painting project has been advertised for bids. The bid opening for this project will be at 2000 S. Central Avenue at 2:00 PM on November 18, 2015.

John Richmond and Paul Pasko of S.E.H. Engineering teamed up and did a Cured-in-place-pipe water main rehabilitation presentation at the **National Water Infrastructure Conference** which was held in Bethesda, Maryland. John reported "The presentation went really well and there were many questions that spilled off into a second informal presentation."

AT&T has started an upgrade to their communication equipment located on Grant Park Water Tower. The Land/Space Rent Agreement has been amended to allow them more space for equipment to be placed onto the Water Tower.

Sensus RNI shows 4289 AMI water meters installed. This represents 52% completion for the water portion of the project.

Aaron Paun attended Competent Person training at the Wisconsin Rural Water training center in Plover.

MEUW Safety Coordinator Sean Wall conducted a Fall Protection Training session to the Water Department Employees on October 28<sup>th</sup>.

John Richmond completed the sixth and final session of the MEUW Management Training Program in October. The program is designed for both existing management and future management prospects offering relevant and engaging sessions.

### **Groundwater Guardians**

The DEA's 10<sup>th</sup> National Prescription Drug Take-Back Day on September 26, 2015 collected more than 350 tons of unneeded medications, the agency announced in a press release.

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch & Tony Nelson

Month: October 2015

- M-1 didn't run during the month of October.
- Electric AMI meters installed: 7,812 out of 13,100 (60.0%). 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.
- Dean Bohman, Jeff Holbrook, Robert Olwell, Mike Vanderwyst, and I participated in the Heavy Metal Tour at our Main Office on October 7<sup>th</sup>. The event provided local 8<sup>th</sup> grade students an opportunity to learn more about the utility. We provided students hands-on experiences like installing line hose and nuts on bolts with high voltage gloves on. Students also, learned about power outages and typical causes. Everyone did a great job!
- Nick Whipple and I attended the 2015 Sensus User Groups Conference in Orlando, Florida October 25<sup>th</sup> – 28<sup>th</sup>. The conference provided updates on current and future software and hardware releases, technical workshops, and opportunities to network with Sensus staff and other AMI owner.
- The M-1 fall outage was completed during the week of October 12<sup>th</sup> through the 16<sup>th</sup>. Cole Eswein and Dustin Oleson, completed calibrations, general inspections, filter change out, over-speed testing, fire system calibration (by contractor), forwarding pumps had a 5 year overhaul (by contractor), and winter prep.
- Tony attended a UW-Madison course on Substation Fundamentals Equipment and Control systems from October 28<sup>th</sup>-30<sup>th</sup>.
- Sean Wall with MEUW provided new electric department staff CPR training on October 8<sup>th</sup>.
- Nick Whipple attended the UW-Madison course on Principals of Substation Design and Construction from October 19<sup>th</sup> - 21<sup>st</sup>.
- Jim Benson and I presented an overview on electric generation, transmission, & distribution, conservation, and utility careers to about 30 Auburndale High School Students on October 23<sup>rd</sup>.
- All linemen attended the MEUW Fall Protection Training October 12<sup>th</sup>.
- Jim Seefluth, Dean Bohman, and Tony Nelson attended the MEUW Substation Training October 13<sup>th</sup> and 14<sup>th</sup> at Kaukauna Utilities.
- Jeff Holbrook and Mike Vanderwyst have been working the Underground Primary Cable Replacement on Hume Avenue between Blodgett and Fillmore.
- Jeff Irish and Tim Habermeyer have been working services, street lights, and many small projects.
- Dean Bohman and Randy Ayer tested for neutral isolation with Mark Cook Consulting on the new Sternweis Robotic Dairy Farm October 27<sup>th</sup> -29<sup>th</sup>. They have also been working through Ckt. 433 inspection.
- Ryan Steffen and Robert Olwell finished inspection repairs on Ckt.332 and 333.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: October 2015

- Cathy and Shawn fielded questions from potential bidders on our VoIP phone system. Bids are due November 4<sup>th</sup>.
- Cathy, Bob, Nick, and Kent met with representatives from Wisconsin Public Service to discuss their merger with We Energies and associated personnel changes. Purchase power supply pricing was also discussed.
- Cathy, Heather, and Jim met with PD staff to conduct our semi-annual drug sort in preparation for the DOJ collection held on October 17<sup>th</sup>. Since May of 2006, 8,652 pounds of meds have been collected.
- Cathy attended a Board of Directors meeting for the Groundwater Foundation which was held prior to the Groundwater Foundation's 2015 National Conference and 30<sup>th</sup> Anniversary Celebration.
- Heather also attended the Groundwater Foundation's 2015 National Conference.
- Heather has been working on updating several NERC Policies, Guidelines, and Procedures (PGPs) and associated plans and programs.
- Heather has been in communication with WDNR regarding the resolution of issues that occurred during third quarter operations of M-1.
- Shawn has been working with the Water Department and AllMax to get the SCADA reporting completed. He has also worked with Wonderware to restore some of the functionality to the SCADA Historian.
- Shawn has been working with LW Allen to get the new water tower set up in SCADA.
- Shawn is working on rolling out Windows 10 to all PCs. He is currently testing a few PCs prior to the complete rollout.
- Jim participated in a presentation at the Auburndale High School with Nick Kumm discussing large power distribution and utility energy conservation.
- Jim worked with Marshfield Wastewater Utility and Suda plumbing to repair a blockage within our aging sewer line.
- Jim has completed repairs and corrected deficiencies noted by the MEUW safety inspection of our building.