

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
AUGUST 3, 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 August 3, 2015 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 and Utility staff. Absent were Commissioner Kathy Heintz-Dzikowich and Alderperson Peter Hendler.

- During commissioner, council and staff comments, Commissioner Holck and Commissioner Borgman commented positively on the recent bill inserts. The General Manager informed the group that John Adam Kruse will be joining the meetings in the future.
- Patti Sternitzky and Mike Pero were presented with awards for five years of service.

UC/15-64 Motion by Maggitti, seconded by Borgman, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/15-65 Motion by Holck, seconded by Maggitti, to approve payroll for July in the amount of \$240,587.48 and general bills for July in the amount of \$3,208,822.91. All ayes, motion carried.

June 2015 Financial Statement Notes

Electric Utility

- Net loss was \$71 thousand for the month, with a net income of \$837 thousand year-to-date.
- Net operating income was \$63 thousand for the month, compared to budgeted net operating income of \$115 thousand. Year-to-date net operating income was \$1.5 million, compared to budgeted net operating income of \$1.3 million.
- After adjusting for the PCAC timing, the net operating income for the month was \$99 thousand.
- Operating expenses for the month included \$13 thousand for 699 Circuit Switcher Insulator Support Columns replacement, and \$22 thousand payment to the City of Marshfield for an updated aerial photograph.
- June consumption was down 5.20% from June 2014, while year-to-date consumption was down 0.94%. Year-to-date energy losses were 0.95%, compared to prior year losses of 1.43%.

Water Utility

- Net income was \$78 thousand for the month, with a net income of \$382 thousand year-to-date.
- Net operating income was \$107 thousand for the month, compared to budgeted net operating income of \$54 thousand. Year-to-date net operating income was \$554 thousand, compared to budgeted net operating income of \$293 thousand.
- Operating expenses for the month included \$10 thousand for Well 8 pump inspection and repairs, and \$15 thousand for Well 8 rehabilitation.
- June consumption was up 1.01% from June 2014. Year-to-date consumption was up 4.48% from the prior year. Year-to-date water losses were 14.27%, compared to prior year losses of 14.91%.

Communication Utility

- Net income was \$19,616 for the month, compared to budgeted net income of \$18,077. Year-to-date net income was \$112,778, compared to budget net income of \$104,190.
- The Department Managers reviewed noteworthy projects including:
 - Water shared a video of the new water tower being raised.
 - Office gave an update on the water rate case and a bond rating call.
 - Administration confirmed that a property listing was included in the commission documents.
- The Technical Services Manager presented information on regulatory compliance and reliability.

- The General Manager presented information on Kurt Wozniak insurance claim.

UC/15-66 Motion by Maggitti, seconded by Borgman, to deny the claim. All ayes, motion carried.

- The General Manager presented information on a mural sponsorship for Hardacre park.

UC/15-67 Motion by Borgman, seconded by Maggitti, to sponsor the mural. Aye: Borman and Maggitti, Nay: Holck and Eberl, motion failed. The consensus of the group was to bring the topic back to the next meeting.

- The General Manager and Financial Manager presented information on the water rate structure. The Commission requested additional scenarios be run.

UC/15-68 Motion by Holck, seconded by Maggitti, to go into closed session per Wisconsin State 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 succession planning.

Roll call vote: Aye: Borgman, Holck, Maggitti, Eberl. Nay: None. Motion carried. Closed session at 5:04 p.m.

UC/15-69 Motion by Maggitti, seconded by Borgman, to resume in open session. All ayes, motion carried. Open session resumed at 5:27 p.m.

UC/15-70 Motion by Holck, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 5:28 p.m.



John Maggitti, Secretary

Department: Office
Manager: Kent S. Mueller
Month: July 2015

- Patti Sternitzky updated the Public Fire Protection property values in the billing system. Since our public fire protection charge is based on property values, we need to update total assessed values each year after the City completes the Open Book and Board of Review process. The 2015 update resulted in a value increase of 1.32%. The PFP charge has been billed directly to water customers since July 2005. Prior to this, it was billed to the City and included on property taxes.
- With the approval from the Utility Commission and the City of Marshfield in July, the sale of the 2015 water revenue bonds, in the amount of \$3.23 million, is scheduled for August 25th, with the proceeds to be received on September 15th.
- The annual umbrella insurance coverage for the M-1 generator facility was finalized in July. Total cost for the annual renewal is \$96,781, compared to prior year cost of \$93,835, which is a 3% increase in the annual premium. Terry Christen from Westland Insurance worked to renew the \$14 million of liability coverage, which runs from August to July each year, for the M-1 combustion turbine.
- Westland Insurance has been our agent for the LWMMI insurance, which provides our liability and auto insurance. Westland Insurance has been sold, and our new agent assigned for the LWMMI insurance is Spectrum Insurance Group, LLC. This was effective on July 2nd.
- On July 24th, our voluntary additional capital call amount of \$28,388 was sent to ATC. This was our third capital call this year, with year-to-date additional investment of \$85,164.
- On July 31st, an ATC cash distribution totaling \$135,390 was received. Since our initial investment in 2001, we have received over \$6.1 million in ATC earnings distributions.

Department: Water
Manager: Dave Wasserburger
Month: July 2015

The actual construction of the new water tower has been completed. The painting crew is scheduled to arrive and begin painting the first week of August. Construction of the detention pond was started July 27th and should be finished during the first week of August. We appear to be on target to have the tower operational this fall.

A city wide emergency action drill was conducted July 7, 8 and 9. All City Departments participated along with Wood County Emergency Management. This drill proved to be an excellent way to gain experience with the County's E-Sponder Emergency Management software.

Shawn Wall MEUW Safety Coordinator conducted a summer safety training program for the department on July 9th.

The second phase of water main replacement has started on the Maple Avenue project.

Eight new security cameras have been installed and are operational at the Water Treatment Facility.

Jeff Tisdell has retired after 26 years of employment with the Water Department. We wish Jeff a happy and successful retirement. We have been conducting interviews to find a replacement for him. In the last six months the Water Department has lost over 50 years of experience through retirements.

A SCADA upgrade was completed in July. New reporting software for the Water Department can now be installed. The reporting software installation should be completed in August.

Crews continue with directional flushing. Several hydrants were replaced in July. Several water service leaks were found and repaired. There was also a water main failure that crews repaired.

Groundwater Guardians

A Groundwater Guardian appreciation dinner was held on July 15th at the Holiday Inn Conference Center.

Department: Electric

Manager: Nicolas Kumm

Contributing: Derrek Caflisch

Month: July 2015

- M-1 did run during the month of July to complete MISO annual real power testing requirements for the capacity market. The test consists of running the plant at maximum power output for at least one hour.
- Electric AMI meters installed: 5,722 out of 13,100 (43.9%). 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.
- Derrek and I participated in a mock drill held at the fire department on July 7th – 9th. The drill provided us more insight on how an actual event would be handled. Communication and documentation are key components that will greatly improve the outcome of any event.
- I presented to the Town of Lincoln Volunteer Fire Department on July 2nd and to the Village & Town of Spencer Volunteer Fire Department on July 21st on electrical safety. The electrical safety presentation discussed topics like touch and step potential, and how to respond to pole fires and accidents involving utility equipment. I also covered our natural gas pipeline system and M-1 generating plant.
- Dustin completed Week 4 of year 1 of the Metering Technician Apprenticeship at Mid-State Technical College in Wisconsin Rapids during the week of July 13th.
- The electric department provided cross-over training to the water department on July 14th. The training included a review of material, equipment and vehicles followed by short presentation on hazards that could be encountered in the field.
- Sean Wall with MEUW provided training to staff on July 22nd on Summer Safety and PPE.
- Tim Habermeyer, Jeff Holbrook, Mike Vanderwyst, Jeff Irish, Randy Ayer, and Ryan Steffen have been working the CTH E project. Birch Street North to Turtle Ridge as well as Ash North to Mann is complete. The new line from Mann North to Birch is energized with the cutover mostly finished.
- Dean Bohman and Robert Olwell have been working services, street lights, and many small projects.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: July 2015

- Cathy coordinated an annual Groundwater Guardian dinner meeting with two guest speakers. Sam Warp from Marshfield Wastewater Facility spoke on Marshfield's new "No Wipes Down the Pipes" campaign and Austin Baldwin from USGS spoke on his research on microbeads and microplastics in the Great Lakes region.
- Camera installation is complete at the Water Treatment Facility. Final camera positioning is ongoing. The next site for install will be McMillan Substation.
- Heather prepared and submitted quarterly and semi-annual emissions reports to the WDNR and EPA. She also worked on communicating recent M-1 run information to our compliance engineer at the WDNR.
- Heather job shadowed Jim on an energy assessment audit on July 22, 2015.
- Shawn worked with Wonderware Midwest getting the SCADA system upgraded to the latest version on a new server and also prepped for the AllMax software install setup.
- Shawn worked with PerMar setting up new cameras and server, as well as alignment of cameras at the Water Treatment Facility.
- Jim is working with Kent and the Cadmus Group on billing history requests for the FOE New Homes program and the Home Performance program.
- Jim is coordinating the construction of a mini water tower with John Richmond. He is also working with Martin Rotar, A&B Process systems, and possibly Counter Form.
- Jim has been working with HOH Water Technologies on getting the heat pump chemical feed system set up.