

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
February 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 February 9, 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 Charlotte Smith, Alderperson Gordon Earll, Utility staff, Jason Angell, and Bill Sennholz.

- During citizen comments, Dorothy Schnitzler addressed the commission regarding the AMI meters, presented a letter, and requested a response in writing within 30 days.
- During citizen comments, Tom Binder stated he had questions related to the building project and asked whom he should direct those questions to. President Eberl directed him to the General Manager.

UC/15-13 Motion by Borgman, seconded by Maggitti, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/15-14 Motion by Borgman, seconded by Holck, to approve payroll for January in the amount of \$136,478.42 and general bills for January in the amount of \$4,058,490.96. All ayes, motion carried.

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

JO #7452	Upgraded switches for fiber infrastructure for redundant system and camera project.	\$114,440
JO # 7455	Hume substation relay upgrades: Replace bank 6 feeder relays and Hume substation RTU cabinet. Orion LX substation automation platform and HMI installation.	\$170,000

All ayes, motion carried.

- The Department Managers reviewed noteworthy projects including:
 - Electric stated the System Reliability Study was included with the department report.
 - Water shared that a new employee has started in the department. A customer letter was received addressing excellent service provided by the water department.
 - Office gave an update on Act 274 and on the local government insurance pool fund.
- The General Manager presented information on the American Transmission Company dividend.
- Jason Angell, the Director of Planning & Economic Development, presented further information on a housing development incentive plan.
- The General Manager presented information on a claim by Staab Machine.

UC/15-16 Motion by Borgman, seconded by Maggitti, to deny the claim. All ayes, motion carried.

- The Office Manager presented information on interdepartmental fund transfers.
- The General Manager presented information related to a full rate case for electric.

UC/15-17 Motion by Borgman, seconded by Eberl, to authorize to proceed with the rate case. Eberl, Borgman, and Holck voted aye; Maggitti recused himself from the vote due to a conflict of interest. Motion carried.

- The General Manager, Office Manager, and Water Superintendent presented information related to a full and simplified rate case for water.

UC/15-18 Motion by Borgman, seconded by Eberl, to authorize to proceed with the rate cases with a recommended target of a million dollars a year to go toward main replacements. All ayes, motion carried.

- The General Manager and Technical Services Manager presented updated information on the building project.
- The General Manager presented information on future staffing plans.

UC/15-19 Motion by Holck, seconded by Maggitti, to go into closed session per Wisconsin State Statutes Section 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 performance guidelines and staffing plans.

Closed session per Wisconsin State Statutes 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing DNR Notice of Violation update.

All ayes, motion carried. Closed session at 5:41 p.m.

Open session resumed at 6:41 p.m.

UC/15-20 Motion by Borgman, seconded by Maggitti, to authorize the hire of an Executive Assistant. All ayes, motion carried.

Meeting adjourned at 6:43 p.m.



John Maggitti, Secretary

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

- 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 9th. The financial statements will be presented to the Commission at the March 16th meeting.
- Some statistical highlights for 2014:
 1. The number of deferred payment agreements negotiated in 2014 was 1,217, up from 1,153 in 2013. 2012 was our highest year, with 1,364 deferred payment agreements.
 2. The number of customers participating in our PowerPay™ program continued to grow. We recorded an average of 2,684 ACH customers in 2014 compared to 2,600 in 2013. Now, over 20.5% of all bills are paid through our ACH program.
- A \$28,388 payment for an additional voluntary capital call was made to ATC on January 23rd. On January 31st, an ATC earnings distribution for the fourth quarter 2014 totaling \$98,423 was received. Since our initial investment in 2001, the utility has received over \$5.9 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. Uncollectible customer accounts that are turned over to Alliance Collections are now automatically enrolled through the TRIP system. In 2014, we collected \$24,514 through this program, which is down from the 2013 collections of \$27,745. In total, \$38,149 was collected in 2014 on accounts that were sent to our collection agency.
- As a result of Act 274, landlords need to be provided notices of the past due water and sewer of their tenants within 14 days after the bills become past due. We have adjusted our schedule to comply with this requirement. We have heard positive comments from the landlords about this change.
- On January 13th through January 16th, the office staff received training on our Sensus AMI software.
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Department: Water
Manager: Dave Wasserburger
Month: January 2015

- Sensus RNI software shows 3516 AMI water meters have been installed. This represents a 42.7% completion factor.
- Interviews were conducted in early January for the selection of a new Water Supply Specialist to replace Randy Eiden, who retired on January 2nd. A job offer was made and a new employee will be starting on February 3rd, 2015. The new employee is a graduate of Mid-State Technology College with an Associate Degree in Civil Engineering and was born and raised in the Marshfield area.
- Crews repaired 4 water main breaks in January of 2015. This compares to 15 water main breaks repaired in the same month last year. So far the winter has been pretty mild.
- Crews are working on AMI and our large water meter maintenance program. These duties, along with operating the Treatment Facility and reading meters is filling our schedule. We have been a bit short staffed with 2 men gone.
- John has completed the engineering and design of the water main replacement for the 2015 Maple Avenue reconstruction project. He is in the process of submitting the plans and specifications to the DNR for their approval.
- Sensus and H.D. Supply representatives were on site to provide training for the AMI software on January 13-16. John Richmond, Jeff Nikolai and I attended most of the sessions representing the Water Department.
- Shawn Wall, our MEUW Safety Coordinator, provided Blood Born Pathogen training on January 6th and on January 26th. Crews were split and some attended each session.
- Chad Harycki has mounted the old Electric Department stick welder onto our large portable generator trailer and provided a 480 volt circuit for the operation of the welder. We have purchased 500 feet of 4/0 welding cable the required connectors which will enable us to use the generator/welder unit to thaw out frozen water services. We chose to do this over the purchase of a new \$18,000 mobile welder when we were informed the Electric Department was going to get rid of the old welder and replace it with a new wire feed welder. Last winter we rented a portable welder for several months to thaw out 46 frozen water services. I am not sure if we will have any this year but we now have equipment to deal with them if we do.

Department: Electric

Manager: Nicolas Kumm

Contributing: Derrek Caflisch

Month: January 2015

- M-1 didn't run during the month of January.
- Electric AMI meters installed: 2,058 out of 13,100 (15.7%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far.
- Sean Wall with MEUW provided Bloodborne Pathogen training on January 6th.
- The water department provided cross-training to the electric department on January 7th.
- Nicolas Whipple, Derrek and I attended the CEMA class on the NEC code at the Eagle's Club January 15th.
- Staff received training on the RNI and Logic software on January 13th through the 16th. The software is part of the AMI system.
- Derrek and I attended the MEUW Joint Superintendent's conference in Wisconsin Dells on January 21st and 22nd.
- On January 26th, the water, office, and electric (meter) departments had a quarterly meter reader meeting. During the meeting customer electric meter violations, handheld status update, customer contact in the field, and AMI project update were discussed.
- I attended the Public Service Commission of Wisconsin Gas conference in Wisconsin Dells January 28th through the 30th.
- Jeff Holbrook, Mike Vanderwyst, Randy Ayer, Robert Olwell, and Tim Habermeyer replaced a broken pole by the University on January 2nd.
- Mike Vanderwyst attended a MEUW – Troubleshooting Seminar January 6th-7th.
- Tim and Robert attended linemen apprenticeship school January 12th-16th.
- Dean Bohman, Mike Vanderwyst, Robert Olwell and Tim Habermeyer have been working on Circuit 133/232 rebuild. Ckt. 232 all poles are in as well as the ropes to pull wire.
- Jim Seefluth, Ryan Steffen and Randy Ayer cut over one mile of new line on South Washington Ave.
- Sean Wall with MEUW and the Linemen tested sticks and grounds on January 26th.
- Jeff Irish and Jeff Holbrook went through all of Veteran's Parkway street lights when not working on services. They also handled a pole kill in Hewitt on January 28th.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: January 2015

- Cathy submitted the annual applications to the Groundwater Foundation for Groundwater Guardian, as well as the Groundwater Guardian Green Site for MU.
- Cathy and Jim participated in the monthly Utility-wide Safety Committee. Cathy, Heather, Jim, and Shawn participated in the utility Website Committee.
- Cathy, Jim, Heather, and Shawn participated in MEUW Bloodborne Pathogens training.
- Heather and Cathy attended an ATC Reliability Directives Training Workshop.
- Heather prepared and submitted quarterly reports to the DNR and EPA, as well as semi-annual reporting to the EPA. She also submitted capacity factor and gas usage information for the peaking unit and gas-fired unit qualification in the electronic monitoring plan via ECMPS Client Tool. She also updated initial calibration results in ECMPS.
- Heather has been working on amending all previous excess emission reports to correct the 4-hour rolling average water to fuel ratio calculation to correspond with EPA guidance.
- Heather has been working on finalizing the Emission Control Action Program and working with Nick to get the Coriolis flow meters retested for accuracy. These are both requirements for our Environmental Audit.
- Heather and Shawn worked on updating MUs website. Heather worked with the Website Committee to finalize the “Understanding your Marshfield Utilities’ Statement” document.
- Shawn worked with the office on a Datasync job to automatically upload PCS system data to our AMI system.
- Shawn worked on moving several PCs and equipment for staff, troubleshooting several PCs, installing new computers, troubleshooting VPNs, and moving network files for better security with databases.
- Shawn and Jim reassigned the main entrance camera for better facial recognition.
- Jim worked with Derrek on researching several different wire feed welders. A new welder was purchased for the main garage and the old welder will be used for the water thaw out rig.
- Jim worked on routine building maintenance including: a short in heated steps, replacing heat pump filters, semiannual fire alarm test, and office painting.
- Jim is working on expanding our toilet rebate program for multi-family home dwellings. These rebates will have restrictions and limits. We are awaiting PSC approval for the rebates.
- Jim visited several local farmers to explain 2015 Focus on Energy Incentives.