

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
JULY 13, 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 July 13, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, and George Holck. Also present were Alderperson Gordon Earll and Utility staff. Absent were Commissioner Harry Borgman, Commissioner Kathy Heintz-Dzikowich, and Alderperson Peter Hendler.

- During public comment, Kurt Wozniak shared information related to the insurance claim he filed.
- During commissioner, council and staff comments, the Human Resources Manager introduced employees Eric Lorenzen, Tony Nelson, and Faith Schmidt to the group.

**UC/15-55** Motion by Maggitti, seconded by Holck, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/15-56** Motion by Holck, seconded by Maggitti, to approve payroll for June in the amount of \$238,468.82 and general bills for June in the amount of \$2,971,173.13. All ayes, motion carried.

**UC/15-57** Motion by Holck, seconded by Maggitti, to approve the following job order:

JO# 17823	Replace Failed U/G Blodgett to Fillmore	\$57,308
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All ayes, motion carried.

**May 2015 Financial Statement Notes**

**Electric Utility**

- Net income was \$22 thousand for the month, with a net income of \$909 thousand year-to-date.
- Net operating income was \$157 thousand for the month, compared to budgeted net operating income of \$94 thousand. Year-to-date net operating income was \$1.485 million, compared to budgeted net operating income of \$1.147 million.
- After adjusting for the PCAC timing, net operating income for the month was \$175 thousand.
- The League of Wisconsin Municipalities Mutual Insurance, which provides our liability and workers compensation insurance, declared a dividend of \$1.9 million for the 2014 policy year. Our portion of the dividend was \$4,464; \$3,125 of which was allocated to the electric utility.
- May consumption was up 4.06% from May 2014, with year-to-date consumption down 0.12%. Year-to-date energy losses were -0.05%, compared to prior year losses of 0.98%.

**Water Utility**

- Net income was \$99 thousand for May, with a net income of \$304 thousand year-to-date.
- Net operating income was \$128 thousand for the month, compared to budgeted net operating income of \$61 thousand. Year-to-date net operating income was \$447 thousand, compared to budgeted net operating income of \$239 thousand.
- Operating expenses included \$5 thousand for road salt contamination study.
- The water utility portion of the League of Wisconsin Municipalities Mutual Insurance dividend for the 2014 policy year was \$1,339.
- May consumption was up 14.43% from May 2014, with all major customer classes showing an increase. Year-to-date consumption was up 5.25% from the prior year. Year-to-date water losses were 14.14%, compared to prior year losses of 14.46%.

**Communication Utility**

- Net income was \$19,489 for the month, compared to budgeted net income of \$18,077. Year-to-date net income was \$93,162, compared to budgeted net income of \$86,113.

- Commissioner Kathy Heintz-Dzikowich arrived at 4:11 p.m.
- Brian Della with Public Financial Management gave a presentation on water bonding.

**UC/15-58** Motion by Maggitti, seconded by Holck, to approve the water bonding. All ayes, motion carried.

- The Department Managers reviewed noteworthy projects including:
  - Electric gave updates on Stratford work, combustion turbine revenue, and the capacity market bid.
  - Water informed on a waterman retirement, the unidirectional flushing taking place, and the methods of communication being used to inform the community about the flushing.
  - Office discussed the water rate case related to bonding, and the PSC hearing date for DPA discussions.
  - Technical Services discussed the completion of the semi-annual air permit inspection, and provided a link to an EPA document that highlights the Groundwater Guardian programs.
  - Administration announced that Leonard & Finco Public Relations has been selected to work on upcoming PR projects.
- The General Manager presented information on Kevin Brock insurance claim.

**UC/15-59** Motion by Maggitti, seconded by Holck, to deny the claim. All ayes, motion carried.

- The General Manager presented information on Kurt Wozniak insurance claim. No action taken at this time.
- The Electric, Communications & Gas Manager presented information on distribution poles.
- The General Manager presented options for meeting times to discuss governance and strategic planning.

**UC/15-60** Motion by Maggitti, seconded by Heintz-Dzikowich, to go into 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.

Closed session per Wisconsin State Statutes 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of discussing the purchase of real estate.

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 5:01 p.m.

**UC/15-61** Motion by Heintz-Dzikowich, seconded by Holck, to resume in open session. All ayes, motion carried. Open session resumed at 6:02 p.m.

**UC/15-62** Motion by Maggitti, seconded by Heintz-Dzikowich, to purchase land for the water department in the amount not to exceed \$110,000 (JO# 5712). All ayes, motion carried.

**UC/15-63** Motion by Holck, seconded by Heintz-Dzikowich, to adjourn. All ayes, motion carried. Meeting adjourned at 6:04 p.m.



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John Maggitti, Secretary

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch

Month: June 2015

- M-1 didn't run during the month of June.
- Electric AMI meters installed: 5,086 out of 13,100 (38.8%). 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.
- Sold old truck 506 locally to Merkel Electric.
- I presented to the Marshfield Fire Department on our natural gas system on June 3<sup>rd</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>. The natural gas system outreach is federally required as part of our public awareness plan. The electrical safety presentation discussed topics like touch and step potential, and how to respond to pole fires and accidents involving utility equipment.
- The Department of Natural Resources completed a routine air inspection of the M-1 combustion turbines and emergency generator on June 10<sup>th</sup>. The inspection included a review of supporting documents that demonstrate compliance with MU's air permit.
- The Public Service Commission of Wisconsin – Gas Division completed an audit on June 15<sup>th</sup> of MU's Integrity Management Plan, Operations, Maintenance, & Emergency Manual, and Operator qualification plan along with support documents that demonstrate compliance.
- Dustin completed Week 3 of year 1 of the Metering Technician Apprenticeship at Mid-State Technical College in Wisconsin Rapids during the week of June 22<sup>nd</sup>.
- Sean Wall with MEUW provided training to staff on June 19<sup>th</sup> and 25<sup>th</sup> on Emergency Action Plan and Fire Prevention/Safety.
- 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 is completed. The new line from Ash North to Mann is energized with the cutover mostly finished.
- Dean Bohman and Robert Olwell have been working services, street lights, and many small projects.
- Mid West Ariel inspected bucket and digger trucks June 15<sup>th</sup> & 16<sup>th</sup>.
- MEUW Job Training & Safety conference call June 16<sup>th</sup> where the majority of utilities in this program connected to discuss close calls and lineman related topics.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: June 2015

- Cathy presented information on our Groundwater Guardian outreach program during an EPA sponsored webinar: Moving Toward Sustainability - Stakeholder Understanding and Support. Also, the long awaited document that features our GG program has been released by the EPA.

<http://www2.epa.gov/safedrinkingwater40/communicating-value-drinking-water-services-using-campaigns-and-community>

- Cathy, Heather, Jim, and Shawn participated in Strengths Finder assessments and training.
- Cathy and Heather prepared for and met with our DNR Compliance Inspector for our bi-annual Air Permit Inspection. MU received DNR's inspection summary report on June 16, 2015, which concluded no new findings of noncompliance. New construction permit no. 13-DCF-111 was issued by DNR on June 5, 2015.
- Heather, Cathy, and Jim conducted a chemical inventory sweep of the main office building to ensure SDS/OSHA compliance.
- Shawn has been working on making additions to our system for a new employee account and also setting up two new laptops for crews.
- Shawn has also been making website updates to include information on new utility projects.
- Shawn and Cole toured the City Engineering Department to see how they are handling viewing large drawings on the engineers PCs.
- Jim has been working on his Marshfield Television spot. He has also been working with the Apartment Association related to the FOE direct install program and the newly added multi-family toilet rebate program.
- Jim processed the sale of our old bucket truck. The base bid for the truck was obtained by researching trade-in, State resale, and National resale pricing estimates. The truck was sold to Merkel Electric.
- Jim will be listing the old water engineer vehicle with Wisconsin Surplus. This is the same organization the PD has used for their old squad cars.

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

- Tracey updated the pole contacts for activity from January through June for the July billing. Companies that have their communication cables attached to our utility poles are charged a semiannual fee. These companies include cable and phone companies as well as our Communication utility and a private company.
- The schedule for updating Public Fire Protection values has been set, which is coordinated with the City Assessor and the City Technology Department. Effective July 2005, Public Fire Protection revenues were no longer billed to the City and included on property taxes. Instead, the City directed Marshfield Utilities to bill Public Fire Protection to the water utility customers based on assessed values of properties. The City has these values updated in June each year. Since our billings include customers that are tax exempt, the City must separately determine the assessed values of these properties. In July, we will send a file to the city so that they can update the assessed values of properties using the January 1, 2015 assessed values. We will then update these values in our billing system. These updated values will be used for our billing effective July 31<sup>st</sup>.
- On June 17<sup>th</sup>, the office received training for the new version of Marshfield Utilities Online. Marshfield Utilities Online is available to all customers, and allows them to see their statements, payments, electric and water usage in chart or graph form, and allows customers to make payments using debit or credit cards. This new version has additional features and is designed to allow for future enhancements.
- The League of Wisconsin Municipalities Mutual Insurance, which provides our liability, auto, and workers' compensation insurance, declared a dividend of \$1.9 million for the 2014 policy year. Our portion of this dividend was \$4,464. Dividends are paid to return excess funds to the policyholders as a result of good claims experience, positive investment earnings and low expenses.
- We have been working with the City and PFM (our bond consultants) on our bonding needs. Based on the 2015 bonds that the City will issue, we will be able to issue bonds in 2015 for the water department's 2015 and 2016 major projects and still have the City as a whole stay under the \$10 million bank qualified limit. By issuing bonds in 2015 that include the 2016 projects, the water utility will save on the issuance costs that would have been incurred if we would have issued separate bonds in 2016.

**Department: Water**  
**Manager: David Wasserburger**  
**Month: June 2015**

Construction of the new water tower is progressing as planned. The weather has not caused any delays in the construction of the tower but it has caused a delay in the construction of the sedimentation basin. The contractor is waiting for some dry weather which will facilitate the construction of the basin.

The new water main and water services on the Maple Avenue project are installed and in service on that part of the project to the north of E. 4<sup>th</sup> Street. That portion of the project to the south of E. 4<sup>th</sup> Street will begin after the north side is paved and open for traffic.

1450 feet of 4" water main on Wildwood Court was burst and a new 6" water main pulled in place. The existing water services were then installed onto the new water main. The water main installation is complete. The city will mill off the existing surface and resurface the street.

An All Employee meeting was held on June 17<sup>th</sup>. Department Managers discussed ongoing projects.

AMI remains on hold for the Water Department until changes are made in the billing software to facilitate the new Sensus endpoint firmware.

A SCADA upgrade is in progress. The upgrade will allow a Water Data Management Software Package to be installed. This software will provide the reporting services and data management for daily, monthly and annual water reports.

Sean Wall provided safety training on June 19<sup>th</sup> and 25<sup>th</sup>. Topics covered were the Emergency Action Plan and fire extinguisher training.

The Wisconsin Department of Agriculture, Trade and Consumer Protection performed a laboratory evaluation on our water testing lab on June 18<sup>th</sup>. A few minor upgrades were recommended and the lab was recertified for another 2 years.

Unidirectional water main flushing has started and will continue thru most of the summer and fall. Unidirectional flushing is very different than standard flushing. With unidirectional flushing we achieve a high velocity through the pipe and really scour the debris off the pipe wall. We don't stop flushing until we measure a reading of 1 or less NTU's (National Turbidity Units) on a turbidimeter (a device that measures the relative clarity of the water) which is very clean. Unidirectional flushing is essential for achieving the best water quality that we can achieve.

### **Groundwater Guardians**

Cathy Lotzer has scheduled a GWG dinner for July 15<sup>th</sup>.